

**CORPORATION OF THE CITY OF COURTENAY  
COUNCIL MEETING AGENDA**

*We respectfully acknowledge that the land on which we gather is the  
unceded traditional territory of the K'ómoks First Nation*

**DATE:** May 22, 2018  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**K'OMOKS FIRST NATION ACKNOWLEDGEMENT**

**1.00 ADOPTION OF MINUTES**

- 1 1. Adopt May 7<sup>th</sup>, 2018 Regular Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

- 9 1. Wendy Kotilla, Program Coordinator, Youth & Ecological Restoration (YER)  
Watershed Restoration Program

**4.00 STAFF REPORTS/PRESENTATIONS**

**(a) Recreation and Cultural Services**

- 11 1. Nature Trust of BC Lease for the Roy Morrison Nature Park  
21 2. Project Watershed Request for Support

**(b) Development Services**

- 25 3. Zoning Amendment Bylaw No. 2921 - 765 McPhee Avenue  
37 4. Zoning Amendment Bylaw No. 2923 - 2310 Arden Road  
51 5. Zoning Amendment Bylaw No. 2928 to Allow for a Secondary Suite at 570  
Washington Crescent  
67 6. A New Liquor Licence (Match Eatery and Public House) - 361 Hunt Road

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 71 1. Correspondence Canadian Association of Municipal Administrators (CAMA)  
Long Service Recognition - David Allen, CAO

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 73 1. Briefing Note - Canada Day Parade Route Change
- 75 2. Memorandum - 2018 Revised Residential School Tax Rates

**7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES**

**8.00 RESOLUTIONS OF COUNCIL**

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**For First and Second Reading**

- 77 1. "Zoning Amendment Bylaw No. 2921, 2018"  
(A bylaw to rezone property to allow church and assembly hall use - 765 McPhee Avenue)
- 79 2. "Zoning Amendment Bylaw No. 2923, 2018"  
(A bylaw to rezone property from Residential One A [R-1A] to Residential One D [R-1D] to a 10 lot residential subdivision - 2310 Arden Road)
- 81 3. "Zoning Amendment Bylaw No. 2928, 2018"  
(A bylaw to allow for a secondary suite at 570 Washington Crescent)

**For Final Adoption**

- 83 1. "Council Procedure Amendment Bylaw No. 2918, 2018"  
(A bylaw to incorporate legislative changes for the 2018 General Local Election)

**13.00 ADJOURNMENT**

**NOTE:** There is a Public Hearing scheduled for 5:00 p.m. in relation to

Zoning Amendment Bylaw No. 2932 A bylaw proposing amendment to *Zoning Amendment Bylaw No. 2500, 2007* to allow a care facility, with meal services, 24/7 support and staffing services for a 46 unit supportive housing project located at 988 - 8<sup>th</sup> Street.

**Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, May 07, 2018 at 4:00 p.m.**

**Attending:**

**Mayor:** L. V. Jangula  
**Councillors:** E. Eriksson  
D. Frisch  
D. Hillian via Teleconference  
R. Lennox  
M. Theos  
B. Wells

**Staff:**

D. Allen, CAO  
J. Ward, Director of Legislative and Corporate Services/Deputy CAO  
W. Sorichta, Manager of Corporate Administrative Services  
I. Buck, Director of Development Services  
B. Parschauer, Director of Financial Services  
A. Guillo, Manager of Communications

**1.00 ADOPTION OF MINUTES**

**.01**  
MINUTES

Moved by Frisch and seconded by Theos that the April 16<sup>th</sup>, 2018 Regular Council meeting minutes be adopted.

**Carried**

Moved by Wells and seconded by Lennox that the April 30<sup>th</sup>, 2018 Special Council meeting minutes be adopted.

**Carried**

**2.00 ADOPTION OF LATE ITEMS**

**3.00 DELEGATIONS**

1. Caila Holbrook, Manager of Outreach Fundraising and Mapping and Kathy Haigh, Director of Fundraising and Outreach, Project Watershed, made a presentation to Council regarding a theatrical show hosted by Project Watershed to raise funds and awareness for the purchase and restoration of the Kus-kus-sum property. The show, Nomadic Tempest, performed by the Caravan Stage Company, will take place at the Kus-kus-sum site during the July 1<sup>st</sup> Canada Day week celebrations in Courtenay.

Project Watershed is seeking support from the City of Courtenay for in-kind donations i.e. site clean-up and sweeping, temporary fencing, porta potties and an electrician and power supply and is requesting a financial contribution in the amount of \$2,500 towards event costs.

**R9/2018 – May 07, 2018**

Moved by Frisch and seconded by Wells that Council consider the request for support from Project Watershed at tonight’s council meeting; and,

That Council direct staff to prepare a report investigating the costs and implications of providing a financial contribution of \$2,500 to the Kus-kus-sum fundraiser event, Nomadic Tempest, hosted by Project Watershed including costs and options related to the provision of in-kind support.

**Carried**

**4.00 STAFF REPORTS/PRESENTATIONS**

**.01** Moved by Frisch and seconded by Lennox that based on the May 07, 2018 staff report “2017 Audited Financial Statements” Council approve OPTION 1 which approves the Audited Financial Statements for the year ended December 31, 2017.  
2017 AUDITED FINANCIAL STATEMENTS 1870-02 (2017) **Carried**

**.02** Moved by Wells and seconded by Lennox that based on the May 07, 2018 staff report “2018/19 RCMP Municipal Contract Expenditure Cap: Final Approval” Council approves OPTION 1, granting final approval of the 2018/19 Municipal Policing Contract expenditure cap of \$4,887,300 based on an established number of 27.42 members for Courtenay.  
2018/19 RCMP MUNICIPAL POLICING CONTRACT EXPENDITURE CAP: FINAL APPROVAL 1660-20 **Carried**

**The council meeting recessed at 5:14 p.m.  
The meeting reconvened at 5:18 p.m.**

**.03** Moved by Frisch and seconded by Lennox that based on the May 07, 2018 staff report, “A New Liquor Licence (Match Eatery and Public House) - 361 Hunt Road”, Council approve OPTION 1 and direct staff to post notice on the City’s website requesting public input on the proposed new liquor primary licence application for Council consideration at the regular meeting scheduled for May 22, 2018.  
A NEW LIQUOR LICENCE (MATCH EATERY AND PUBLIC HOUSE) - 361 HUNT ROAD 4320-20 **Carried**

**.04** Moved by Wells and seconded by Frisch that based on the May 07, 2018 staff report “Development Variance Permit No. 1708 - 770 Harmston Avenue” Council approve Development Variance Permit No. 1708 (OPTION 1).  
DEVELOPMENT VARIANCE PERMIT NO. 1708 - 770 HARMSTON AVENUE 3090-20-1708 **Carried with Mayor Jangula opposed**

Moved by Frisch seconded by Lennox that Council permit Mike Zbarsky, Manager of Transit, Comox Valley Regional District (CVRD) to speak on behalf of the CVRD’s development application for the development site at 770 Harmston Avenue and to answer Council questions regarding the CVRD’s plans for parking amenities at this location.  
**Carried**

**.05**

ZONING AMENDMENT  
BYLAW 2932 FOR  
988 - 8TH STREET  
3360-20-1809

Moved by Wells and seconded by Hillian that based on the May 07, 2018 staff report “Zoning Amendment Bylaw 2932 for 988 - 8<sup>th</sup> Street” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2932; and

That Council direct staff to schedule and advertise a statutory Public Hearing with respect to Bylaw No. 2932 on May 22, 2018 at 5:00 p.m. in City Hall Council Chambers.

**Carried**

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES**

COUNCILLOR  
ERIKSSON

Councillor Eriksson reviewed his attendance at the following event:  
➤ Evergreen Seniors Sonshine Club, Gospel Hour fundraiser event

COUNCILLOR  
FRISCH

Councillor Frisch reviewed his attendance at the following event:  
➤ Georgia Strait Big Band Festival and Welcome Reception

Councillor Frisch provided an update for the Downtown Courtenay Business Improvement Association (DCBIA) and mentioned the following events:

- DCBIA working on new banners funded by the City
- Pride Event and Pride Crosswalk in June
- Downtown Movie event
- Annual Market Day event July 21<sup>st</sup>

COUNCILLOR  
HILLIAN

Councillor Hillian reviewed his attendance at the following events:

- Homeless Coalition meeting
- Drug Strategy Committee meeting
- AVICC Annual Convention and AGM
- July 1<sup>st</sup> Commission meeting
- Comox Valley Transition Society, Purple Ribbon campaign launch
- Substance abuse information night hosted by Parent Advisory Council, Mark R. Isfeld Secondary School
- Council of Canadians Open House and Presentation for the Kuskus-sum project
- Comox Valley Community Health Network Transition planning
- Comox Valley Community Justice Centre meeting
- Social Planning Council Annual meeting
- Cumberland Annual Bean dinner
- McDonald’s Restaurant annual McHappy Day fundraiser for Child Development Association and Ronald McDonald House

## R9/2018 – May 07, 2018

- COUNCILLOR  
LENNOX
- Councillor Lennox reviewed her attendance at the following events:
- AVICC Annual Convention and AGM
  - Canadian Federation of University Women guest speaker
- COUNCILLOR  
THEOS
- Councillor Theos reviewed his attendance at the following event:
- Vancouver Island Regional Library Board meeting
- COUNCILLOR  
WELLS
- Councillor Wells reviewed his attendance at the following events:
- Comox Valley Rotary anniversary celebration, 30 years of Women in Rotary
  - Comox Valley Elder College 2018 Volunteer Appreciation Event
  - AVICC Annual Convention and AGM
  - Assisted with I-Ride Program
  - Top 20 under 40 Vancouver Island Business Awards event
  - Waste to Energy Select Committee Delegation to meet Andrew Weaver, Waste to Energy discussion
  - Water Treatment Project meeting with MLA, Ronna Rae Leonard and representatives of Ministers
  - Commuter Challenge
  - Day of Mourning opening address at Simms Millennium Park
  - Project Watershed event
  - McDonald's Restaurant annual McHappy Day fundraiser for Child Development Association and Ronald McDonald House
  - Spices and Blarney Fundraiser event for Dawn to Dawn Action on Homelessness
- MAYOR  
JANGULA
- Mayor Jangula reviewed his attendance at the following events:
- Georgia Strait Big Band Festival and Welcome Reception
  - Spices and Blarney Fundraiser event for Dawn to Dawn Action on Homelessness
  - Comox Valley Rotary guest speaker
  - McDonald's Restaurant annual McHappy Day fundraiser for Child Development Association and Ronald McDonald House
  - Walk for Memories, 2018 Investors Group Walk for Alzheimer's fund raising event
  - Comox Valley Naval Association, Battle of the Atlantic Memorial ceremony

## **8.00 RESOLUTIONS OF COUNCIL**

### **.01** IN CAMERA MEETING

Moved by Frisch and seconded by Hillian that a Special In-Camera meeting closed to the public will be held May 7<sup>th</sup>, 2018 at the conclusion of the Regular Council Meeting pursuant to the following subsections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations.

**Carried**

**9.00 UNFINISHED BUSINESS**

- .01**  
APRIL 16<sup>TH</sup>  
DELEGATION -  
DENNIS THOMAS,  
WOODLANDS STRATA  
(2001 BLUE JAY PL.)  
STRATA UTILITY FEE  
BILLING AND  
COLLECTION FOR  
SEWER & SOLID  
WASTE SERVICES
- Moved by Hillian and seconded by Theos that Council direct staff to draft a report providing options how strata utility fees for sewer and solid waste may be calculated and collected for a more equitable allocation of service fees for strata residents;
- That the report include processes to bill individual owners of strata lots separately on an equalized basis; and,
- That the report includes the current billing procedures used by the Town of Comox and comparable municipal jurisdictions.
- Carried**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

- .01**  
BYLAW NO. 2932,  
2018  
A BYLAW TO REZONE  
PROPERTY (988 – 8<sup>TH</sup>  
STREET)
- Moved by Hillian and seconded by Wells that “Zoning Amendment Bylaw No. 2932, 2018” pass first and second reading.
- Carried**
- .02**  
BYLAW NO. 2893,  
2018  
ZONING AMENDMENT  
(3420 RHYS ROAD)
- Moved by Wells and seconded by Frisch that “Zoning Amendment Bylaw No. 2893, 2018” pass third reading.
- Carried**
- .03**  
BYLAW NO. 2893,  
2018  
ZONING AMENDMENT  
(3420 RHYS ROAD)
- Moved by Frisch and seconded by Lennox that “Zoning Amendment Bylaw No. 2893, 2018” be finally adopted.
- Carried**
- .04**  
BYLAW NO. 2917,  
2018  
ELECTION  
PROCEDURES AND  
AUTOMATED VOTING  
AMENDMENT BYLAW
- Moved by Frisch and seconded by Lennox that “Election Procedures and Automated Voting Amendment Bylaw No. 2917, 2018” be finally adopted.
- Carried**

**.05**

BYLAW NO. 2919,  
2018  
SUBDIVISION AND  
DEVELOPMENT  
SERVICING (SDS)  
BYLAW

Moved by Wells and seconded by Frisch that “Subdivision and Development Servicing Bylaw No. 2919, February 2018” be finally adopted.

**Carried with Mayor Jangula and Councillor Theos opposed**

**Subsequent Motion:**

Moved by Wells and seconded by Frisch that Council direct staff to continue to work with the Comox Valley Development & Construction Association (CVDCA) on the three items of concern summarized in their letter dated May 7<sup>th</sup>, 2018:

- 1) Section 4.11.4 Wet Detention Ponds (vertical side slopes)
- 2) Section 5.15.4 Trees (cost per street tree)
- 3) Section 4.9.14 Service Connections (fittings); and,

That Council direct staff to review Section 4.11.4, Wet Detention Ponds, Section 5.15.4 Trees and Section 4.9.14 Service Connections and provide a report back to Council on any proposed amendments to SDS Bylaw No. 2919, 2018 related to these three issues.

**Carried**

**.06**

BYLAW NO. 2920,  
2018  
HARMSTON AVENUE  
ROAD CLOSURE  
BYLAW

Moved by Frisch and seconded by Lennox that “Harmston Avenue Road Closure Bylaw No. 2920, 2018” be finally adopted.

**Carried with Mayor Jangula and Councillor Theos opposed**

**.07**

BYLAW NO. 2925,  
2018  
TAX RATES (TO  
ESTABLISH 2018  
PROPERTY VALUE  
TAXATION RATES)

Moved by Frisch and seconded by Wells that “Tax Rates Bylaw No. 2925, 2018” be finally adopted.

**Amended motion:**

Moved by Theos and seconded by Wells that Tax Rates Bylaw No. 2925 be amended so that the commercial multiplier rate of 3.03986 is reduced to 2.95.

**Defeated**

**In Favour: Mayor Jangula and Councillors Theos and Wells**

**Opposed: Councillors Eriksson, Frisch, Hillian and Lennox**

**The main motion was carried with Mayor Jangula and Councillor Theos opposed**



**R9/2018 – May 07, 2018**

**13.00 ADJOURNMENT**

**.01**

Moved by Lennox and seconded by Wells that the meeting now adjourn at 6:30 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Director of Legislative and Corporate Services**

**Adopted this 22<sup>nd</sup> day of May, 2018**

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**Mayor**





YER helps vulnerable youth build healthy community relationships with the human and natural worlds.

The Youth and Ecological Restoration Program, created by Wendy Kotilla in 2004, is based on her own youth experiences being surrounded by the healing powers of nature. YER provides youth with work experience, ecotherapy and support.



## YOUTH & ECOLOGICAL RESTORATION PROGRAM

### TRANSFORMING YOUTH FROM LEARNERS TO LEADERS

#### CONTACT INFORMATION:

Program Coordinator: Wendy Kotilla  
4327 Minto Road  
Courtenay, BC Canada V9N 9P7  
Phone: (250) 336-8487  
Email: wkotilla@shaw.ca  
[www.youthecology.ca](http://www.youthecology.ca)

#### FUNDERS

- Ministry of Children and Family Development
- Comox Valley Regional District
- Children's Health Foundation of Vancouver Island
- Vancouver Foundation
- Millard Piercy Watershed Stewards
- Unifor Local 3019



## YOUTH & ECOLOGICAL RESTORATION PROGRAM

Youth restoring local watersheds with community members to gain a sense of worth, belonging and place



# PROGRAM DETAILS

The Youth and Ecological Restoration Program provides vulnerable youth aged twelve to eighteen with one-on-one work experience through ecological restoration methods, ecotherapy practices and mentoring support. Through each of the program phases, youth learn social, personal and communication skills that will support them in becoming confident, respectful and productive members of our society.

The program includes worksite transportation, a homemade lunch, all work tools and wet weather gear.

## YERI:

Youth participants are involved with restoring local watersheds and ecosystems. They work with and receive mentoring from environmental organizations and volunteers. On program completion, youth give an oral presentation for a community group.



## YERII:

Participants advance their learning of ecological research techniques. The YER coordinator and an environmental professional will collaborate with two YERI graduates to instill teamwork principles. The youth co-facilitate a public tour to end the project.

## YERIII:

During this program phase, the youth will expand their educational responsibility. After training about a restoration project with a local group, they involve and instruct younger children. This results in them becoming teachers and mentors.

On conclusion of YERI, YERII and YERIII youth receive a certificate, letter of reference, honourarium and other rewards.



# PROGRAM GOALS

## BUILDING HEALTHY COMMUNITY RELATIONSHIPS

*"This program helped me to be a citizen, helped me to work with the community. It was a good experience for me. I loved helping the community and it's something I'll never forget. I hope I can give the knowledge to other people."*

## GAINING VALUED WORK EXPERIENCE

*"Skills and experience I gained that can add to my job resume are: teamwork, communication skills, knowing that I will do the best I can no matter how hard it is going to be and not giving up."*

## IMPROVING ECOLOGICAL KNOWLEDGE

*"Trees depend on the fish and the fish depend on the trees. It's all a circle, an ecosystem. Fish help the trees with nutrients, the trees grow big and it helps the fish because they give them shade and it keeps the water from heating up."*

## INCREASING PERSONAL & SOCIAL SKILLS

*"I found this experience rewarding in the sense that I feel I have been helpful and gained confidence and also can do anything I set my mind to. I feel like a leader in my community."*

## ENHANCING COMMUNICATION SKILLS

*"I think that it is something you feel good about because you are giving back to your community. The presentation gives you confidence because when a group of people respond in a positive way it gives you courage and confidence."*





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 02380-30 Nature Trust of BC

**From:** Chief Administrative Officer

**Date:** May 22, 2018

**Subject:** Nature Trust of BC Lease for the Roy Morrison Nature Park

### PURPOSE:

The purpose of this report is to request approval for the City to enter into a lease Roy Morrison Nature Park from the BC Nature Trust for a ninety nine year duration.

### CAO RECOMMENDATIONS:

That based on the May 22, 2018 staff report "Nature Trust of BC Lease For the Roy Morrison Nature Park", Council adopt OPTION 1 and authorize the attached lease with the Nature Trust of BC as Lessor and the City as Lessee, for a term of ninety nine years with respect to the Nature Trust of BC property located at 656 Arden Road on lands having a legal description of PID: 005-497-264, Lot1, Section 79, Comox Land District, Plan 8249, Except Parcel A (DD 66665N) and except those parts in Plans 8464, 10254 AND 38814; and

That the Mayor and the Director of Legislative and Corporate Services be authorized to execute the lease on behalf of the City.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The late Mr. Roy Morrison donated his 31.6 acre parcel to the Nature Trust of BC so that it may be preserved as a nature park and enjoyed by the community. After title passed to the Nature Trust of BC, the City entered into a five year lease in April 1995 with the Nature Trust which was to include a park management plan. The park management plan was a requirement attached to the lease to ensure the park would be managed in a way that would encompass the requests of the late donor and also include the Nature Trust's mandate of conservation and protection of the parks natural features.

After the initial five year term, the lease was renewed for an additional five year term in 2000. However after the five year term expired, the lease continued on a month to month basis.

The Roy Morrison Nature Park is a well utilized nature park of high ecological value with a fish bearing creek and a network of trails through an old growth forest. The park is bordered by 62 acres of School

District #71 property which is the current location of Ecole Puntledge Park Elementary and Lake Trail Middle School.

The City has recently demolished an aged mobile home that was on site with the permission of the Nature Trust due to recent trespassing and squatting issues.

**DISCUSSION:**

Nature Trust B.C is requesting that the City enter into a new lease for the management and maintenance of the park. With this lease the City will create an updated park management plan to guide park operations. The finalized management plan will be submitted for Nature Trust BC approval.

The new lease will have a ninety-nine year term which will provide staff an opportunity to manage the park on a long term basis and meet any requirement set out by the updated management plan as resources become available.

The current management plan is brief, lacks detail and remains in effect until the new plan is approved by the Nature Trust of BC. The updated plan is anticipated to be completed by fall 2018.

**FINANCIAL IMPLICATIONS:**

There are no additional financial resources required. The rent for the lease term is one dollar. The updated park management plan is currently being revised through the Recreation and Cultural Services Recreation Administration budget for consultants at an estimated cost of \$1,000.

The operational cost of maintaining the park is currently under \$5,000 annually. Any of the facility development recommendations set out in the updated management plan will be reviewed by the asset management working group and considered by Council through annual financial plan approval process.

**ADMINISTRATIVE IMPLICATIONS:**

Approximately five hours of staff time is required for lease administration. By signing a ninety-nine year lease, there will be less time required for contract administration due to the long duration.

**ASSET MANAGEMENT IMPLICATIONS:**

Although the park is not owned by the City, the 99 year lease and updated park management plan will allow the City to invest in the associated infrastructure and support a sustainable service delivery by proposing level of service to Council in the long term financial plan.

**STRATEGIC PRIORITIES REFERENCE:**

The approval of the lease will bring together council's strategic priorities:

**We proactively plan and invest in our natural and built environment**

- Continued focus on asset management for sustainable service delivery
- Focus on infrastructure renewal rather than upgrades

**We focus on organizational governance and excellence**

- We support and encourage initiatives to improve efficiencies

**We invest in our key relationships**

- We will continue to engage and partner with service organizations for community benefit.



- **Area of Control**  
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.
- ▲ **Area of Influence**  
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**  
Matters of interest outside Council’s jurisdictional authority to act.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

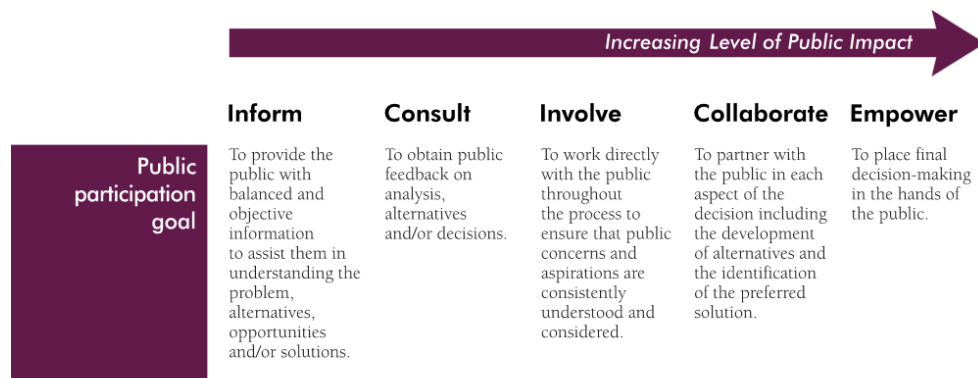
The Roy Morrison Nature Park is referenced as a greenway in the City of Courtenay O.C.P. Greenways are included as part of the O.C.P vision statement which includes having expanding parks, natural areas and greenways systems with a foundation goal of a system of greenways to serve recreational needs.

**REGIONAL GROWTH STRATEGY REFERENCE:**

No specific reference

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff will inform the Parks and Recreation Advisory Commission of the City’s decision to renew the lease and consult with the advisory commission before finalizing the parks management plan as identified in the *IAP2 Spectrum of Public Participation*.



**OPTIONS:**

**OPTION 1:**

That based on the May 22, 2018 staff report “**Nature Trust of BC Lease For the Roy Morrison Nature Park**”, Council adopt **OPTION 1** and authorize the attached lease with the Nature Trust of BC as Lessor and the City as Lessee, for a term of ninety nine years with respect to the Nature Trust of BC property located at 656 Arden Road on lands having a legal description of PID: 005-497-264, Lot1, Section 79, Comox Land

District, Plan 8249, Except Parcel A (DD 66665N) and except those parts in Plans 8464, 10254 AND 38814;  
and

That the Mayor and the Director of Legislative and Corporate Services be authorized to execute the lease on behalf of the City.

OPTION 2: That Council direct staff to negotiate a shorter term of tenure for the park.

OPTION 3: That Council refer this item back to staff for further consideration.

Prepared by:



Dave Snider *RLA*

Director of Recreation and Cultural Services

*Attachments: A – Lease Document*



PART 2 – TERMS OF INSTRUMENT  
LEASE AGREEMENT

BACKGROUND:

- A. The Lessor owns the Land.
- B. The Lessee wishes to manage the Land in accordance with principles and objectives used by the Lessee in managing environmentally sensitive municipal parkland.
- C. The Lessor has agreed to lease the Land to the Lessee for conservation purposes.

AGREEMENT:

The Parties agree as follows:

- 1. In this lease:

“**Commencement Date**” means to be from July 1, 2018;

“**Land**” means the land legally described as follows:

PID: 005-497-264, LOT 1, SECTION 79, COMOX LAND  
DISTRICT, PLAN 8249, EXCEPT PARCEL A (DD 66665N) AND  
EXCEPT THOSE PARTS IN PLANS 8464, 10254 AND 38814;

“**Lessee**” means the Corporation of the City of Courtenay;

“**Lessor**” means the Nature Trust of British Columbia;

“**Permitted Encumbrances**” means the encumbrances described in Schedule 1;

“**Parties**” means the Lessor and the Lessee and their respective heirs, executors, legal representatives, successors and permitted assigns and “party” means any one of them;

“**Realty Taxes**” means all taxes, rates, levies, duties, charges and assessments at any time assessed, levied or charged by any competent governmental authority which relate to the Land or the improvements on it;

“**Term**” means the period of time from the Commencement Date to and including 99 years from the Commencement Date;

“**we**”, “**us**” and “**our**” refers to the Lessor alone and never refers to the combination of the Lessor and the Lessee: that combination is referred to as “the Parties”; and

“**you**” refers to the Lessee.

- 2. We grant to you a lease of the Land for the Term, subject to:

- (a) the subsisting terms contained in any original grant or contained in any other disposition from the Crown with respect to the Land;

- (b) any highway, or public right-of-way, watercourse, right of water or other public easement found on the Land;
  - (c) the Permitted Encumbrances; and
  - (d) the terms of this lease.
3. The exercise of any right under the encumbrances described in section 2 is not a breach by us of our obligations under this lease, despite any effect that exercise might have on the Lessee.
4. You must not breach any encumbrance described in section 2 or cause any interference with the exercise of any rights under any of them. In exercising rights under any appurtenant encumbrance to the Land, you must do so in accordance with its terms.
5. You must:
- (a) pay the rent of \$1.00 for the Term, the receipt and sufficiency which is hereby acknowledged;
  - (b) pay all taxes, including for certainty Realty Taxes, when they are due and payable; but the Lessor must make reasonable efforts to apply for and obtain from relevant taxation authorities reductions of, and exemptions from, taxes that Lessee is liable to pay under this lease;
  - (c) repair and keep up fences that are, from time to time, installed on the Land in conformity with the management plan or, if there is no approved management plan, the principles and objectives described in section 11;
  - (d) not cut down any vegetation on the Land except in conformity with this lease and the management plan or, if there is no approved management plan, the principles and objectives described in section 11, and except as may be required to eliminate hazards to public health or safety;
  - (e) not in whole or in part assign your rights under this lease, sublet any portion of the Land, or part with or share possession of any part of the Land, without our permission;
  - (f) leave the Land in good repair at the end of the Term; and
  - (g) not commit any wilful or voluntary waste, spoil or destruction on the Land or do on the Land anything that may be or become a nuisance or annoyance to any owner or occupier of land in the vicinity of the Land.
6. We may enter the Land at any time and view the state of repair. You must repair according to notice.
7. If you materially breach this lease or upon any transfer of any interest in this lease by seizure, operation of law or otherwise, we may terminate this lease and re-enter, and take possession of the Land as though you and any other occupants of the Land were holding over after the expiration of the Term without colour of right.

8. We must provide you with quiet enjoyment of the Land. This does not give you a remedy against us if you are ejected by title paramount.
9. Despite any rules at law or in equity to the contrary, all buildings, fixtures and other improvements you construct or erect upon the Land during the Term remain your property. You may remove the buildings, fixtures or other improvements from the Land, but you must restore the surface of the land disturbed by the removal as nearly as possible to the same condition as existed prior to your construction of the buildings, fixtures or other improvements. Any buildings, fixtures or other improvements not removed from the Land within 90 days following the termination of this lease become our property.
10. We are not liable for any injury or damage to any person or property on the Land, unless resulting from our act or omission. You assume the risks of any other injury or damage and will indemnify us in respect thereof.
11. You will prepare a management plan for the Land. If we agree to the management plan, your management of the Land must be guided by the objectives described in it. Otherwise you will manage the land in accordance with principles and objectives used by you in managing environmentally sensitive municipal parkland.
12. You must not erect or permit the erection of any sign on the Land containing our name without our prior written approval. You must remove any signs not conforming to this section at our direction and at your sole cost.
13. In the event of material breach of this lease, we shall give you 90 days written notice to cure the breach. If the breach is not cured within this 90 day period, we shall have the exclusive option to terminate this lease.
14. Any notice required to be given by any Party is sufficiently given if delivered or sent by facsimile, electronic mail, or registered mail, postage pre paid, addressed as follows:

**If to the Lessor:**

The Nature Trust of British Columbia  
260-1000 Roosevelt Crescent,  
North Vancouver, BC V7P 3R4  
Attention: Doug Walker  
Facsimile Number: (604) 924-9772

**If to the Lessee:**

The Corporation of the City of Courtenay  
Attention: Director of Recreation and Cultural Services  
Facsimile Number: (250) 334-4241

or at a different address that a party, from time to time, directs in writing. Any notice is deemed to have been received if delivered, or sent by facsimile, or electronic mail, on the day of actual receipt, and if mailed, 7 days after the date of mailing, except in the case of mail interruption in which case on the date of actual receipt.

15. Delivery of the originally executed lease, all land title office documents and money under this lease will be effected by hand or courier to the solicitors of the parties, such deliveries to be effective only on actual receipt.
16. If you hold over after the expiration of the Term and we accept rent, the new tenancy created is a tenancy from month to month and not a tenancy from year to year, and is subject to the terms of this lease so far as they are applicable to a tenancy from month to month.
17. Wherever the singular is used in this lease, it is to be construed as meaning the plural or the body corporate or politic or the heirs, executors, administrators, successors and assigns of the Parties as the context requires.
18. If either the Lessor or the Lessee is comprised of more than one Party, then all of the covenants, agreements, representations and warranties of each of the Parties comprising the Lessor or the Lessee, as the case may be, will be joint and several covenants, agreements, representations and warranties.
19. The Parties have executed this lease on the attached *Land Title Act* (British Columbia) Form C and Form D, which form a part of this lease.

**SCHEDULE A**  
**PERMITTED ENCUMBRANCES**

Legal Notations: ●

Charges, Liens and Interests: ●





## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Project Watershed Request for Support

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**File No.:** 8100-20 CVPWS

**Date:** May 22, 2018

### PURPOSE:

The purpose of this report is to provide council with options for assisting the July 1<sup>st</sup> Week Project Watershed fundraiser for the Kus Kus Sum initiative, based on their delegation request at the May 7<sup>th</sup> council meeting.

### CAO RECOMMENDATIONS:

That based on the May 22, 2018 staff report "Project Watershed Request for Support", Council select OPTION 1 and contribute five thousand dollars (\$5,000) to Project Watershed to support the fund raising event to be held on June 28, 29, 30, July 1 of 2018; and

That Council direct staff to complete a letter of understanding with Project Watershed, and obtain any associated save harmless documents necessary to mitigate liability risks to the City.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

Project Watershed has proposed a partnership between the K'omoks First Nation and the City of Courtenay that would see the environmental restoration of the former Field's Sawmill site. A key component of the project is the fundraising necessary to purchase the land.

On June 12, 2017, Council resolved to support in principal a land partnership with K'omoks First Nation as proposed by Project Watershed at the former Field's Sawmill (Kus Kus Sum) site.

On September 18, 2017, Council resolved to support the fund raising drive towards the purchase of the lands by approving an exemption from municipal taxation during the lease period, starting in the fiscal year 2018.

On October 2, 2017, Council resolved that in addition to the resolution passed at the September 18th regular council meeting that Council mandate staff to work with Project Watershed towards the progress in the land acquisition.

On May 7, 2018 Project Watershed appeared as a delegation before Council to ask for a City contribution to a fundraising event to be held on June 28, 29, 30, July 1 of 2018.

**DISCUSSION:**

The event that Project Watershed is in the process of undertaking is called the Nomadic Tempest. The stage for the performance will be on a barge secured in the river at the Kus Kus Sum site. The event organizers are planning for approximately 500 audience members per night who would assemble on the grounds of the former Field sawmill site.

The event dates and times will not conflict with the events that the City is coordinating around the Canada Day long weekend. At the council presentation, Project Watershed requested that the City contribute \$2,500 of funding support and in-kind assistance from the City in the form of advertising, portable toilets, fencing, funding, electrician time, and site cleanup. In the presentation, the speaker identified that they value the in-kind supports at \$2,500 and that the total ask of the City was valued at \$5,000.

During the week prior to Canada Day, staff will be working overtime to prepare for the City celebrations. This is also during a peak season for capital projects that staff are involved in. For these reasons, many of the elements that are requested from the City cannot be provided by City staff, and would need to be contracted services.

The Kus Kus Sum site is privately owned land. Although the event is similar to those held on public land, due to legal and liability reasons City staff should not be assigned to work on private land. Staff recommend that Council not approve the request for in-kind staff support of the event. However, a contribution from the City to the event may allow Project Watershed to hire contractors to do the work they were requesting of the City.

The Municipal Insurance Association (MIA) advises that a contribution to an event on private land should be accompanied by a letter of understanding through which Project Watershed will save the City harmless and to add the City as an additional insured on the Arts Council's insurance policy. This will mitigate liability risks to the City by being associated with the event through the financial contribution.

Further, MIA recommends that City advertising not be used to advertise this event as it may suggest that the City will ensure a level of safety that it doesn't have the authority to provide on private land. For this reason, staff recommend that the event is advertised by the organizers separately from Canada Day celebrations.

**FINANCIAL IMPLICATIONS:**

\$5,000 would be issued in the form of a gaming grant under the council initiatives category. The letter of understanding will state that funds will be returned if the event does not happen.

**ADMINISTRATIVE IMPLICATIONS:**

The grant would be administered by the Finance Department. The Recreation and Cultural Services Department will liaise with Project Watershed and ensure that the letter of understanding is created and that all associated documents are signed and received.

**ASSET MANAGEMENT IMPLICATIONS:**

The services that staff provide to Canada Day events and other capital works will be maintained at existing levels with a financial contribution rather than in-kind supports.



**STRATEGIC PRIORITIES REFERENCE:**

**We proactively plan and invest in our natural and built environment**

- Continued support for social, economic and environmental sustainability solutions

**We focus on organizational and governance excellence**

- We support and encourage initiatives to improve efficiencies
- We recognize staff capacity is a finite resource
- We responsibly provide services at a level which the people we serve are willing to pay

**We invest in our key relationships**

- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit
- ▲ We actively engage with our K’ómoks First Nation neighbours on issues of mutual interest and concern



- **Area of Control**  
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.
- ▲ **Area of Influence**  
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**  
Matters of interest outside Council’s jurisdictional authority to act.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

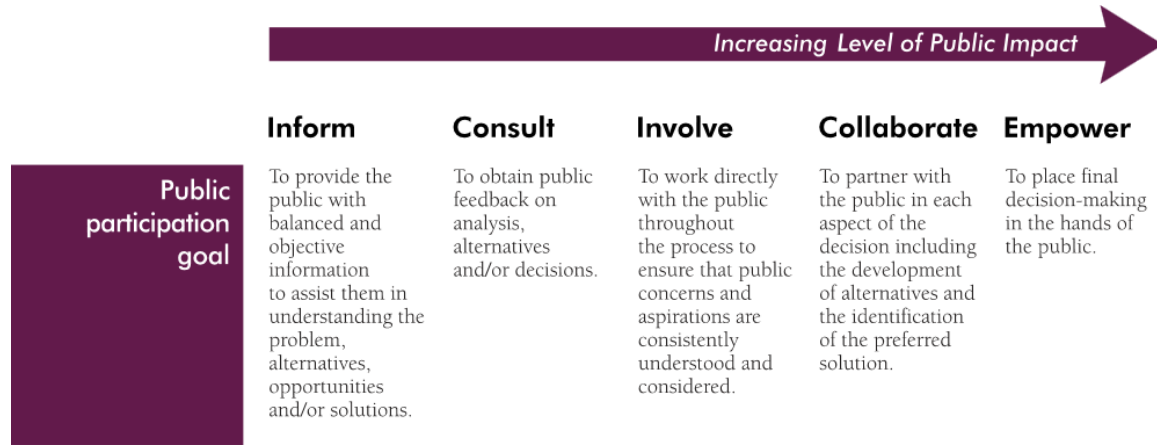
No specific reference

**REGIONAL GROWTH STRATEGY REFERENCE:**

No specific reference

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff will *advise* the public as identified in the *IAP2 Spectrum of Public Participation*.



**OPTIONS:**

- OPTION 1:** That Council contribute five thousand dollars (\$5,000) to Project Watershed to support the fund raising event to be held on June 28, 29, 30, July 1 of 2018; and  
That Council direct staff to complete a letter of understanding with Project Watershed, and obtain any associated save harmless documents necessary to mitigate liability risks to the City.
- OPTION 2:** That Council refer this item back to staff for further consideration.
- OPTION 3:** That Council takes no action on this matter at this time.

Prepared by:

Dave Snider *RLA*  
Director of Recreation and Cultural Services



## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer

**File No:** 3360-20-1801  
**Date:** May 22, 2018

**Subject: Zoning Amendment Bylaw No. 2921 – 765 McPhee Avenue**

### PURPOSE:

The purpose of this report is for Council to consider a Zoning Amendment to allow a church and assembly hall use on the property located at 765 McPhee legally described as Lot A (DD EL132291), District lot 127, Comox District Plan 1464 Except Part In Plan VIP67475.

### CAO RECOMMENDATIONS:

That based on the May 22, 2018 staff report 'Zoning Amendment Bylaw No. 2921 – 765 McPhee Avenue' Council approve Option No. 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2921, 2018;

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaw on June 11<sup>th</sup> 2018 at 5:00 p.m. in City Hall Council Chambers; and

That prior to the final reading Zoning Amendment Bylaw No. 2921, a statutory right of way be executed by the land owner and the City of Courtenay to secure the City's existing water metre.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject property is located on McPhee Avenue between 7<sup>th</sup> and 8<sup>th</sup> streets and is zoned Industrial Two Zone (I-2) (Figure No. 1). The building was occupied by the Comox Valley Record, a local newspaper company for most of the last two decades. Since the Record relocated their office to the downtown, the building has been vacant.

The Central Evangelical Church of the Comox Valley has applied to amend the zoning of the property to permit a church and assembly hall. The Evangelical church offers a



Figure No. 1: Subject property outlined in red

variety of services including worship, bible studies and Sunday school classes.

The property is located within a mixed use neighborhood containing light industrial uses, commercial uses and residential uses and is within in close proximity to Courtenay’s Downtown District.

The development site is approximately .36 acres (1440 m<sup>2</sup>) in size, is serviced by City services and has road frontage along McPhee Avenue. Access to the site is provided from McPhee Avenue and a City owned lane adjacent to the site’s southern property line. The site contains parking areas in both the front and rear yards and is landscaped around its perimeter with mature conifers and shrubs.

The proposal is limited to non-structural changes to the interior of the building including: the addition of a stage and non-fixed seating for 112 persons and the creation of interior office space, a storage room and classroom. (Attachment No. 1).

## DISCUSSION:

### Official Community Plan Review

The subject property is designated Industrial in the Official Community Plan (OCP). The OCP recognizes that there is little serviced Industrial land within municipal boundaries and supports the continuation of existing industrial areas as a means of diversifying the City’s economy. The City also encourages places of worship to locate in commercial or industrial areas, along major arterial roads areas or in the Downtown District (OCP s 4.11.6). The proposed rezoning is consistent from a land use policy point of view.

### Zoning Review

This zoning amendment proposes to allow a church and assembly hall use only in the I-2 zone on the parcel legally described as Lot A (DD EL132291), District lot 127, Comox District Plan 1464 Except Part In Plan VIP67475 (765 McPhee Avenue).

The table below compares the I-2 zoning requirements with the siting and massing of the existing development.

Regulation	I-2 Zone	Existing Development
Lot Coverage	60%	26%
Height	15.0m	4.5 m
<u>Setbacks</u>		
Front	7.5 m	13 m
Rear	4.5	27 m
Side (adjacent to lane)	7.5 m	2.0 m (approved under DVP No. 9701)
Side	0 m	3.6 m
Lot Frontage	20 m	20.5 m
Minimum Lot size	1250 m <sup>2</sup>	1440 m <sup>2</sup>

Parking

The parking lot has existed since 1997 and parking is separated into two areas, with the main parking lot fronting McPhee Avenue. Staff has determined that the change of use on the property requires the provision of 28 parking stalls, with 3 stalls being permitted for small car stalls and 1 stall required for persons with disabilities.

Staff has reviewed the existing parking plan and has concluded that development meets the parking related requirements. The applicant has informed the City that the picnic table that is currently occupying one of the small car parking stalls will be removed to the rear of the building in order to meet the requirement.

Landscaping

The landscaping on the site has been in place since 1997 when the City approved Development Permit No. 9710. At this time the landscape design and planting plan provided for a 3.2 metre landscaped area along the property's frontage and the installation of cedar hedging extending along the rear and side property lines. There is no side yard landscape currently provided, but this is considered legal non-conforming.

Condition of Rezoning

During the application referral process it was determined that a statutory right of way is required over the City Water Meter. Staff suggests the right of way be registered prior to the adoption of the zoning amendment bylaw. The applicant is required to pay all the associated legal fees.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications related to the processing of this zoning amendment application as the fees are designed to offset the administrative costs. The application fee for the proposed zoning amendment was \$3,000.

Should the Zoning Amendment Bylaw be adopted, the applicant will be required to apply for a sign permit and building permit. The sign permit for the project is estimated to be approximately \$45.00 and building permit fees are \$7.50 for every \$1,000.00 of construction value.

**ADMINISTRATIVE IMPLICATIONS:**

Processing the zoning amendment application is a statutory component of the corporate work plan. Staff has spent 14 hours processing and reviewing this application. Should the proposed bylaws receive First and Second Readings, staff will spend an additional 3 hours preparing for the public hearing, final readings, and updating bylaws and maps. Staff will also spend time reviewing the sign permit and building permits applications.

**ASSET MANAGEMENT IMPLICATIONS:**

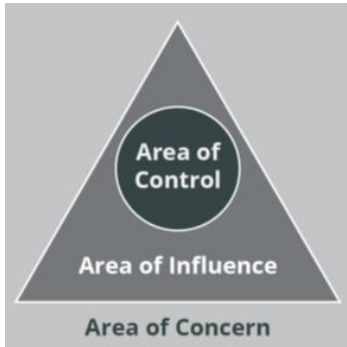
There are no direct asset management implications related to this application. This is an infill development that will utilize existing City infrastructure.

**STRATEGIC PRIORITIES REFERENCE:**

Development applications fall within Council’s area of control and specifically align with the strategic priorities to support meeting the fundamental corporate and statutory obligations of the City and to support diversity in housing.

**We focus on organizational and governance excellence**

- **We support meeting the fundamental corporate and statutory obligations**



- **Area of Control**  
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

*Policy*

*Section 4.11.6 Institutional Uses*

*Places of worship shall locate within Commercial/Industrial Areas, major arterial roads or the Downtown District.*

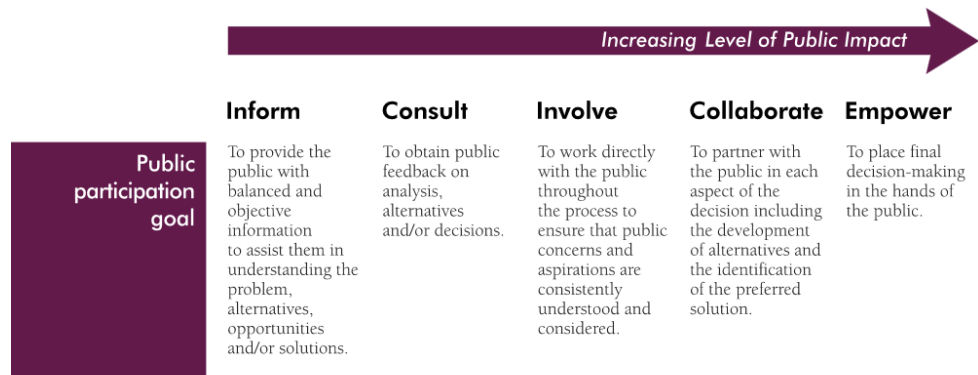
**REGIONAL GROWTH STRATEGY REFERENCE:**

The proposed development is consistent with the following Regional Growth Strategy policy:

*4.4(14) - Support the economic viability of the municipal areas so that they can continue to provide primary base for residential, commercial and institutional activities.*

**CITIZEN/PUBLIC ENGAGEMENT:**

The level of public engagement is “**Consult**” based on the IAP2 Spectrum of Public Participation:



Should Zoning Amendment Bylaw No. 2921, 2018 receive First and Second Readings, a statutory public hearing will be held to obtain public opinion in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on March 26, 2018 at 505 Fitzgerald Avenue. Property owners and occupiers within 100 metres of the subject property were invited to attend the meeting. A summary of the public information meeting and related public comments have been included as **Attachment No. 3**. According to the applicant's report, one person attended the meeting and was in support of the zoning amendment application.

**OPTIONS:**

**OPTION 1:** That based on the May 22, 2018 staff report 'Zoning Amendment Bylaw No. 2921 – 765 McPhee Avenue' Council approve Option No. 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2921, 2018;

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaw on June 11<sup>th</sup> 2018 at 5:00 p.m. in City Hall Council Chambers; and

That prior to the final reading Zoning Amendment Bylaw No. 2921, a statutory right of way be executed by the land owner and the City of Courtenay to secure the City's existing water metre.

**OPTION 2:** That Council postpone consideration of Zoning Amendment Bylaw No. 2921 with a request for more information.

**OPTION 3:** That Council not proceed with Zoning Amendment Bylaw No. 2921.

Prepared by:



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Dana Beatson, MCIP, RPP  
Land Use Planner

Approved by:



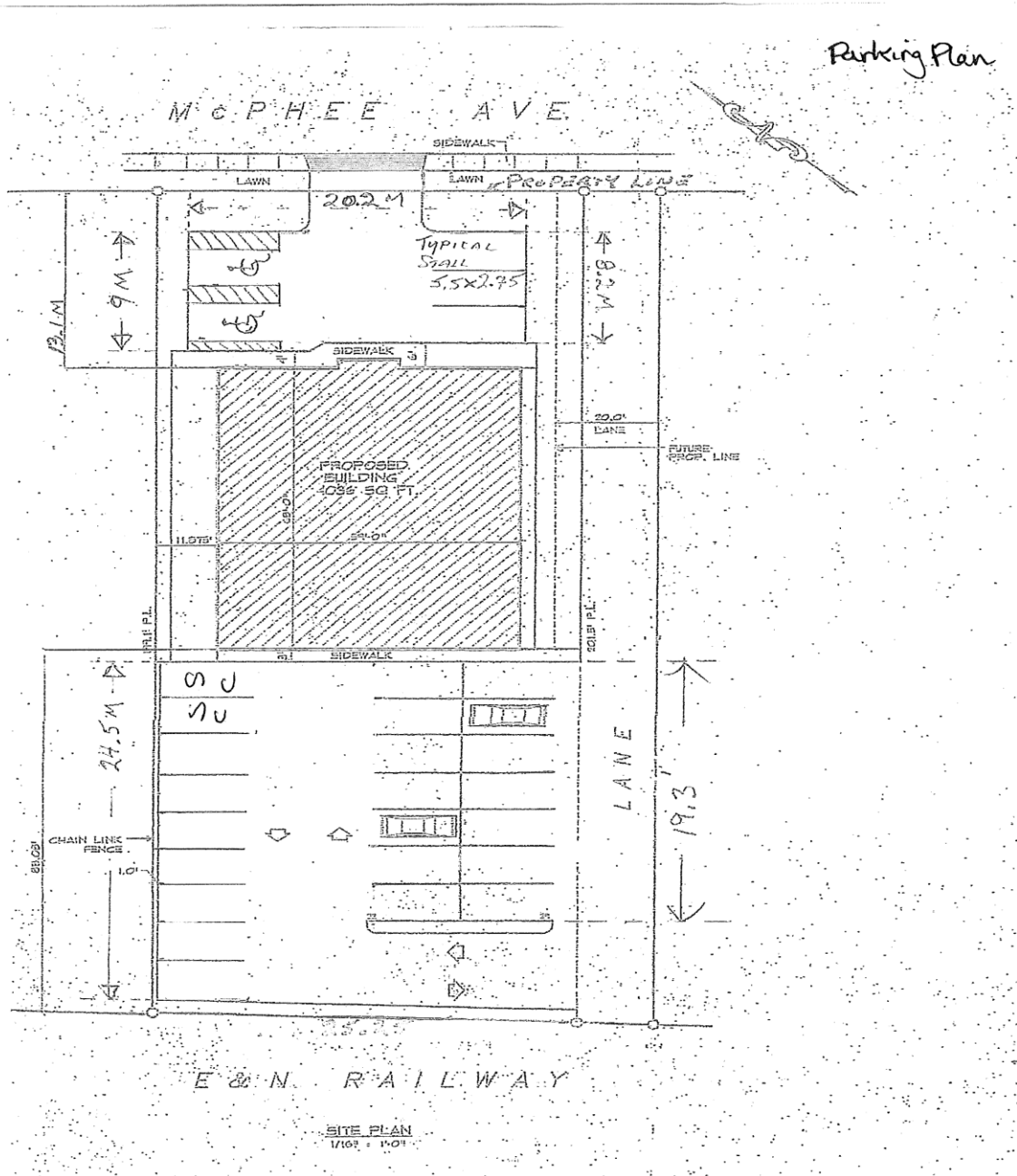
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Ian Buck, MCIP, RPP  
Director of Development Services

**Attachments:**

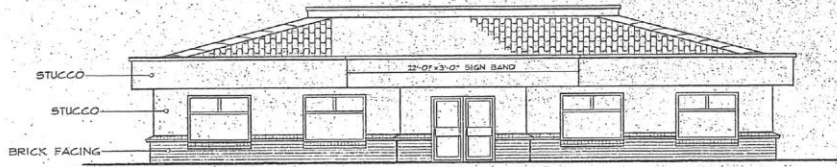
1. *Site/Parking Plan and Building Elevations*
2. *Applicant's Submissions*
3. *Public Information Meeting Summary & Public Comments*

ATTACHMENT No. 1  
Site Plan/Parking Plan

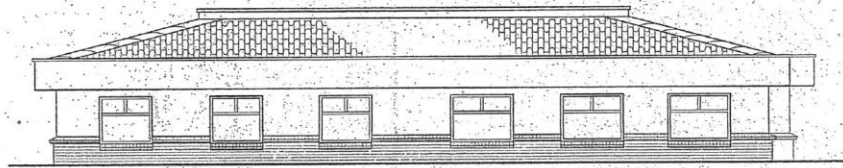




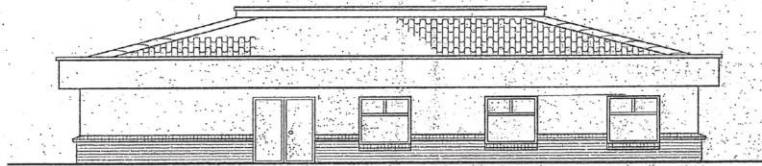
ATTACHMENT No. 1  
Elevation Drawings – Existing Building



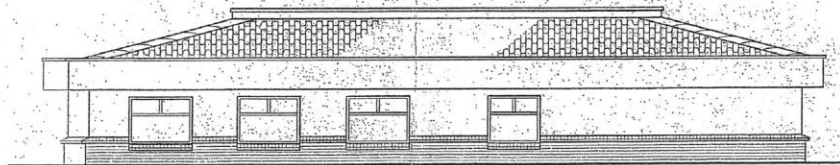
FRONT ELEVATION  
1/8" = 1'-0"



LEFT ELEVATION  
1/8" = 1'-0"

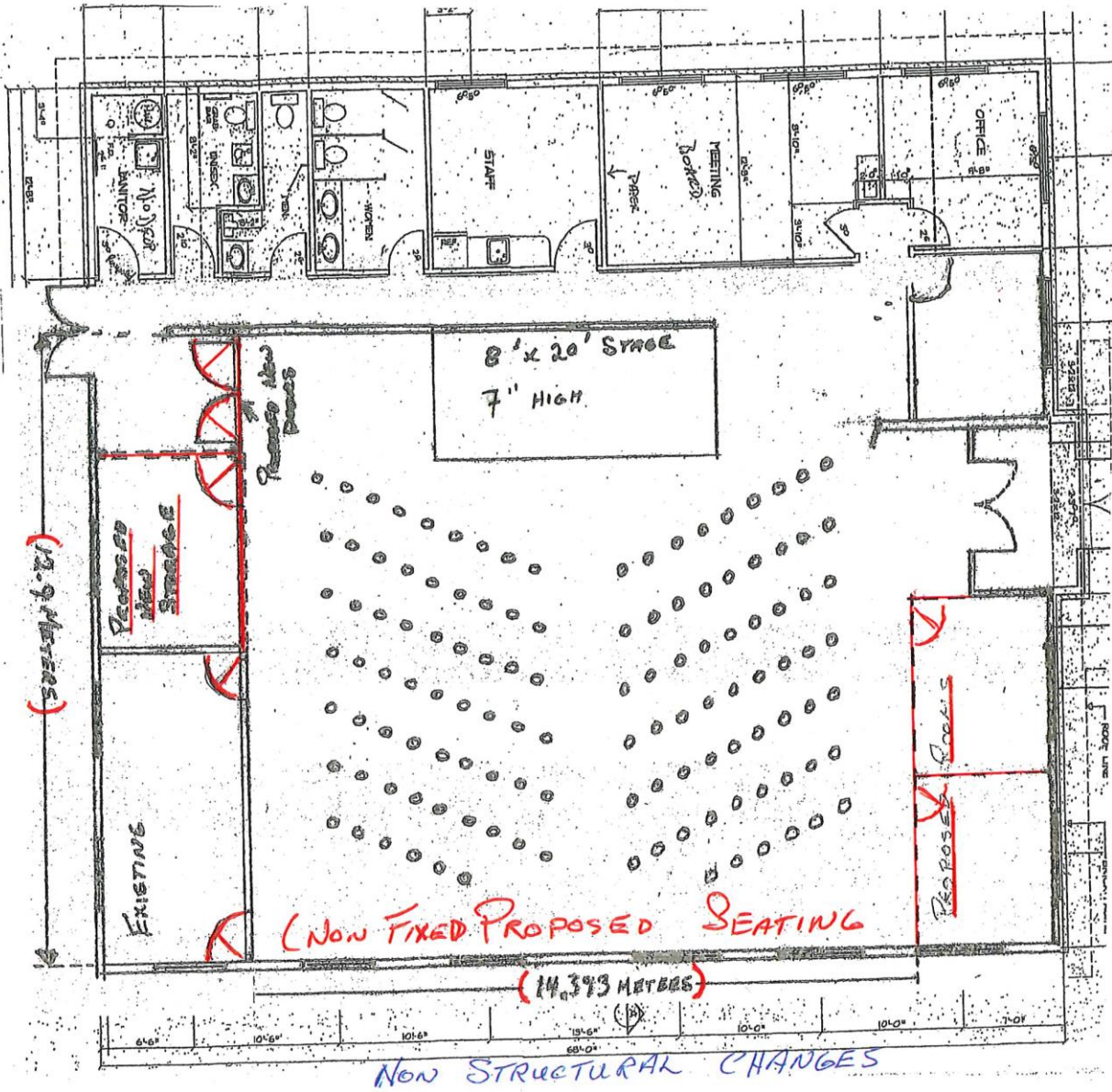


REAR ELEVATION  
1/8" = 1'-0"



RIGHT ELEVATION  
1/8" = 1'-0"

ATTACHMENT No. 2  
Applicant's Submissions  
Existing Floor Plan – Proposed Changes



**Minutes of Public Information Meeting****March 26, 1:30 - 3:00 pm**

**The building at 505 Fitzgerald was opened and 1:00 p.m. for the designated Public Information Meeting. Besides the presence of several representatives of Central Evangelical Free Church, no neighbourhood individuals were present until 2:30 pm.**

**At that time, Mr. Doug Smith of Natural Pastures Cheese came by. An extended conversation was had with Doug about the neighbourhood and our presence in it. Doug was positive on the zoning amendment and expressed the hope that the application would be successful. He informed us about use of the right-of-way behind the Record property, extending all the way along the walking path to 5th Street. Doug was very generous and offered us the use of any vacant parking spots in Natural Pastures' parking lot on Sundays. He mentioned that their business had experienced some petty theft and recommended that things be locked up as a precaution.**

**No further public attended and so the meeting was closed at 3:15 pm.**

**Respectfully submitted**



**D. Koleba (meeting secretary)**

ATTACHMENT No. 3  
Public Information Meeting Comments 2/3

**PUBLIC INFORMATION MEETING  
DATE OF MTG  
SIGN IN SHEET  
FOR  
APPLICATION NAME AND ADDRESS**

NAME (Please Print)	ADDRESS
[REDACTED]	665 Powerhouse Road 1165 21 <sup>st</sup> Street 635 MCPHEE AVE

CHURCH  
MEMBER  
HELPING

### PUBLIC INFORMATION MEETING

(Enter Date of Meeting)

(Enter Application Information and Address of Subject Property)

#### COMMENT SHEET

Name: [REDACTED]

Address: 635 MCPHER AVE

Phone: [REDACTED]

(Insert Applicant Name) has applied to the City of Courtenay for an (INSERT APPLICATION TYPE ie. OCP/Zoning Amendment/Temporary Use Permit/Development Variance Permit). (Insert Project Description). This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

*I support the application for the zoning change.*

**Please return your comments by (insert Date)**

Comment sheets can be submitted by one of the following methods:

1. Drop off or mail your comments to: Development Services Dept. City of Courtenay, 830 Cliffe Ave, Courtenay, BC V9N 2J7
2. Email your comments to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comments to: 250-334-4241





## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Zoning Amendment Bylaw No. 2923 – 2310 Arden Road

**File No.:** 3360-20-1803  
**Date:** May 22, 2018

### PURPOSE:

The purpose of this report is for Council to consider a Zoning Amendment application to rezone the property legally described as Lot 1, District Lot 230, Comox District, Plan VIP60484 (2310 Arden Road). The proposed amendments will rezone the property from Residential One A (R-1A) to Residential One D (R-1D) to allow development and subdivision.

### CAO RECOMMENDATIONS:

That based on the May 22, 2018 staff report 'Zoning Amendment Bylaw No. 2923 – 2310 Arden Road' Council approve Option No. 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2923, 2018; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaws on June 11, 2018 at 5:00 p.m. in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject property is located along the east side of Arden Road between Cumberland Road and Comox Valley Parkway, legally described as Lot 1, District Lot 230, Comox District, Plan VIP60484 and its civic address is 2310 Arden Road. It is currently zoned Residential One A (R-1A). The property is currently occupied by a single detached house with an accessory building. The applicant proposes to rezone to Residential One D (R-1D) with an intention of creating 10 new single family lots. The R-1D zone permits a single detached dwelling with a secondary suite on a minimum lot size of 500m<sup>2</sup>.



Figure 1. Location of the subject property

The OCP land designation is Urban Residential. Land uses of surrounding properties include a range of residential zones from R-1 to MH-1. The area is in transition from a traditional rural area to an urban residential area. A fairly large new residential development is underway to the south of the property at the end of Lambert Drive, where the majority of land is zoned R-1D. From the land use perspective, the proposed rezoning is consistent with the surrounding uses.

**DISCUSSION:**

**Official Community Plan Review**

The subject property is designated Urban Residential in the *Official Community Plan (OCP)*. The Urban Residential designation is for single family and duplex residential development with a broad range of fully serviced subdivisions and the provision for a variety of lot sizes in a neighbourhood. The Arden Local Area Plan also envisions residential development in this area. The proposed rezoning is consistent with the intent of the OCP and staff supports the rezoning application.

**Affordable Housing Policy**

The City’s Affordable Housing Policy also encourages providing secondary suites in areas seeking single residential development. The proposed R-1D zone permits a secondary suite within a single family home, which helps provide more dwelling units without compromising the residential form and character of the neighbourhood.

**Zoning Review**

The future development of the site will be subject to all the regulations in the Zoning Bylaw and applicable regulations. The proposed development outlined in **Attachment No. 2** is generally consistent with the regulations and the intent of the zone. However, the applicant is anticipating that the minimum required lot depths for some of the lots will not meet the zoning requirements due to the overall size of the parent property. As such, the applicant intends to apply for a variance to reduce the minimum lot depth upon approval of the rezoning.

Staff preliminary review of the proposed lot configuration suggests that the variance request will not negatively impact on the surrounding properties and is considered minor from a neighbourhood character perspective.

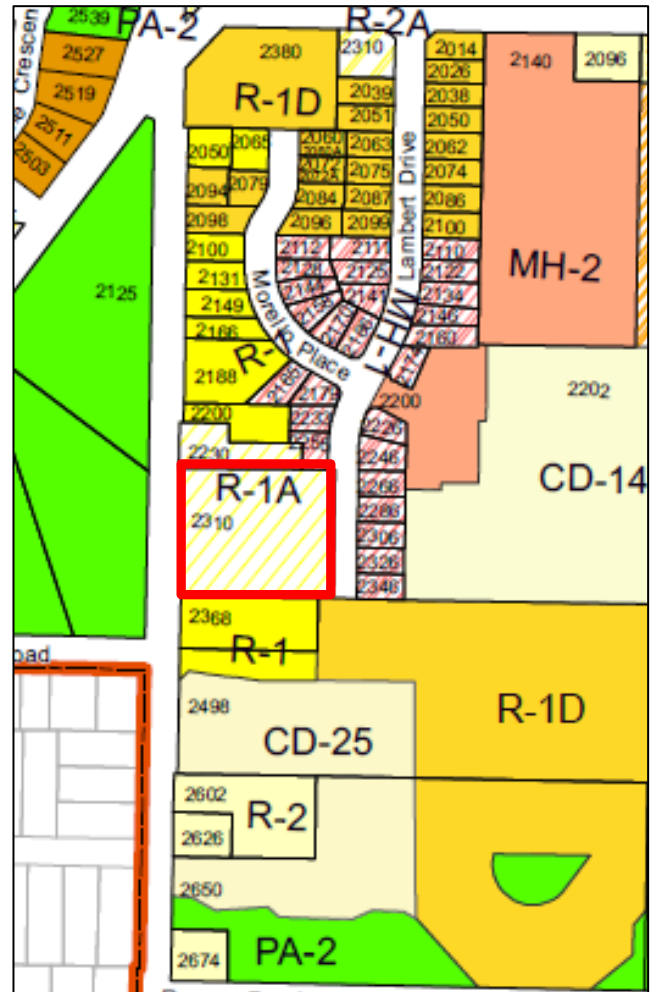


Figure 2. Adjacent Land Uses



### Other Related Regulations

The targeted tree density in the new development is 41. Most of the existing trees are planned to be cut as they are within the planned building footprints. The immediate neighbour to the north supports cutting some of the trees. The applicant has agreed to meet the density target through future landscaping. Mature trees along Arden Road will be retained due to potential negative impact on underground infrastructure as well as for aesthetic reasons. The exact number of trees to be retained and replaced will be determined through a separate tree cutting permit.

### FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of this rezoning application. The new development is subject to the Development Cost Charges of the City and the Regional District.

### ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff has spent 20 hours processing and reviewing this application. Should the proposed bylaws receive First and Second Readings, staff will spend an additional 3 hours in preparation for the public hearing, final readings, and updating the bylaws and maps.

### ASSET MANAGEMENT IMPLICATIONS:

There is no direct asset management implications related to the processing of this rezoning application.

### STRATEGIC PRIORITIES REFERENCE:

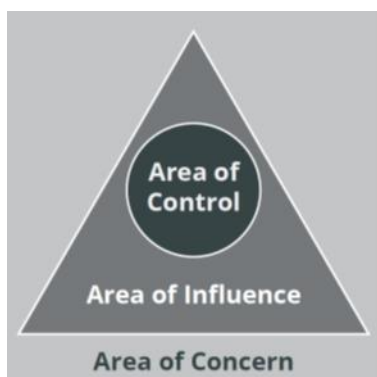
Development applications fall within Council’s area of control and specifically align with the strategic priorities to support meeting the fundamental corporate and statutory obligations of the City and to support densification aligned with community input and the regional growth strategy.

#### We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations

#### We support diversity in housing and reasoned land use planning

- Support densification aligned with community input and regional growth strategy



- **Area of Control**  
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.
- ▲ **Area of Influence**  
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**  
Matters of interest outside Council’s jurisdictional authority to act.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

**Residential Goals and Policy:**

The propose development is generally consistent with the intent and policies for the urban residential land use designation. It is also consistent with the surrounding land uses.

The Arden Corridor Local Area Plan states:

Section 9.6.4.4 Housing: Housing Objective

*Maintain housing opportunities for a diversity of resident demographic profiles including young families, family members and seniors.*

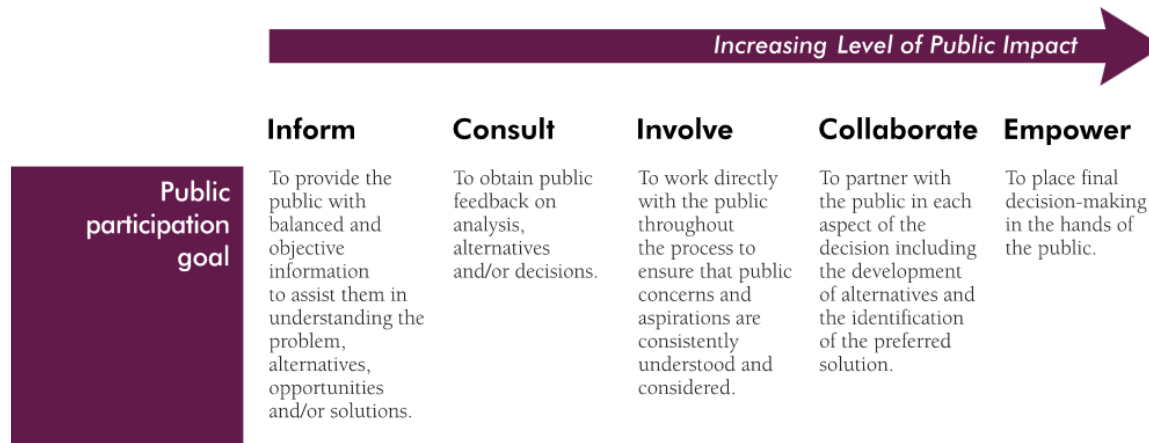
**REGIONAL GROWTH STRATEGY REFERENCE:**

The proposed development is consistent with the following Regional Growth Strategy policies: locating housing close to existing services, directing new residential development to Core Settlement Areas; directing higher density developments to Municipal Areas and increasing housing opportunities within existing residential areas in Core Settlement Areas.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff will **consult** the public based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



Should Zoning Amendment Bylaw No. 2923, 2018 receive First and Second Readings, a statutory public hearing will be held to obtain public opinion in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on March 21, 2018 between 5:00 and 6:30 pm at Florence Filberg Centre. Property owners and occupiers within 100 metres of the subject property were invited to attend the meeting. A summary of the public information meeting and supporting documents have been included as **Attachment No.3**. According to the applicant report, five people attended the meeting. A resident raised a concern with regard to the access to the new subdivision will be straight across from their property.

**OPTIONS:**

- OPTION 1:** That based on the May 22, 2018 staff report 'Zoning Amendment Bylaw No. 2923 – 2310 Arden Road' Council approve Option No. 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2923, 2018; and
- That Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaws on June 11, 2018 at 5:00 p.m. in City Hall Council Chambers.
- (Recommended)
- OPTION 2:** That Council postpone consideration of Bylaws 2923, 2018 with a request for more information.
- OPTION 3:** That Council not proceed with Bylaws 2923, 2018.

Prepared by:



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Tatsuyuki Setta, MCIP, RPP  
Manager of Planning

Approved by:



---

Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

1. *Applicant's Written Project Description (1.0 GENERAL)*
2. *Proposed Subdivision and Servicing Plan*
3. *Public Information Meeting Summary Report & Public Correspondence*



ATTACHMENT No. 1  
General Project Description

February 27, 2018

Our File: 2211-47482-0

Mr. Ian Buck  
Director of Development Services  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear Mr. Buck,

**LOT 1, DISTRICT LOT 230, COMOX DISTRICT, PLAN VIP60484  
PROPOSED SINGLE FAMILY DEVELOPMENT OF 2310 ARDEN ROAD- DEVELOPMENT SYNOPSIS**

The following development synopsis has been prepared on behalf of Leighton Contracting Ltd., in support of zoning bylaw amendment, development variance permit, and subdivision applications for the above-noted property.

**1.0 GENERAL**

The subject property is legally described as Lot 1, District Lot 230, Comox District, Plan VIP60484, and is located at 2310 Arden Road. The 0.81ha property lies within the area bounded by Arden Road (west), Lambert Drive (east), and Brookfield Drive (south). **MCSL drawing SK-02**, entitled "Site Layout Concept Plan", overleaf, illustrates the proposed development concept within a local context.

The property generally slopes from west to east and is mainly covered in a mixture of grasses and small shrubs. Approximately 49 mature fir, maple, and cedar trees are generally located within the western half of the property. The subject property does not contain any environmentally sensitive areas.

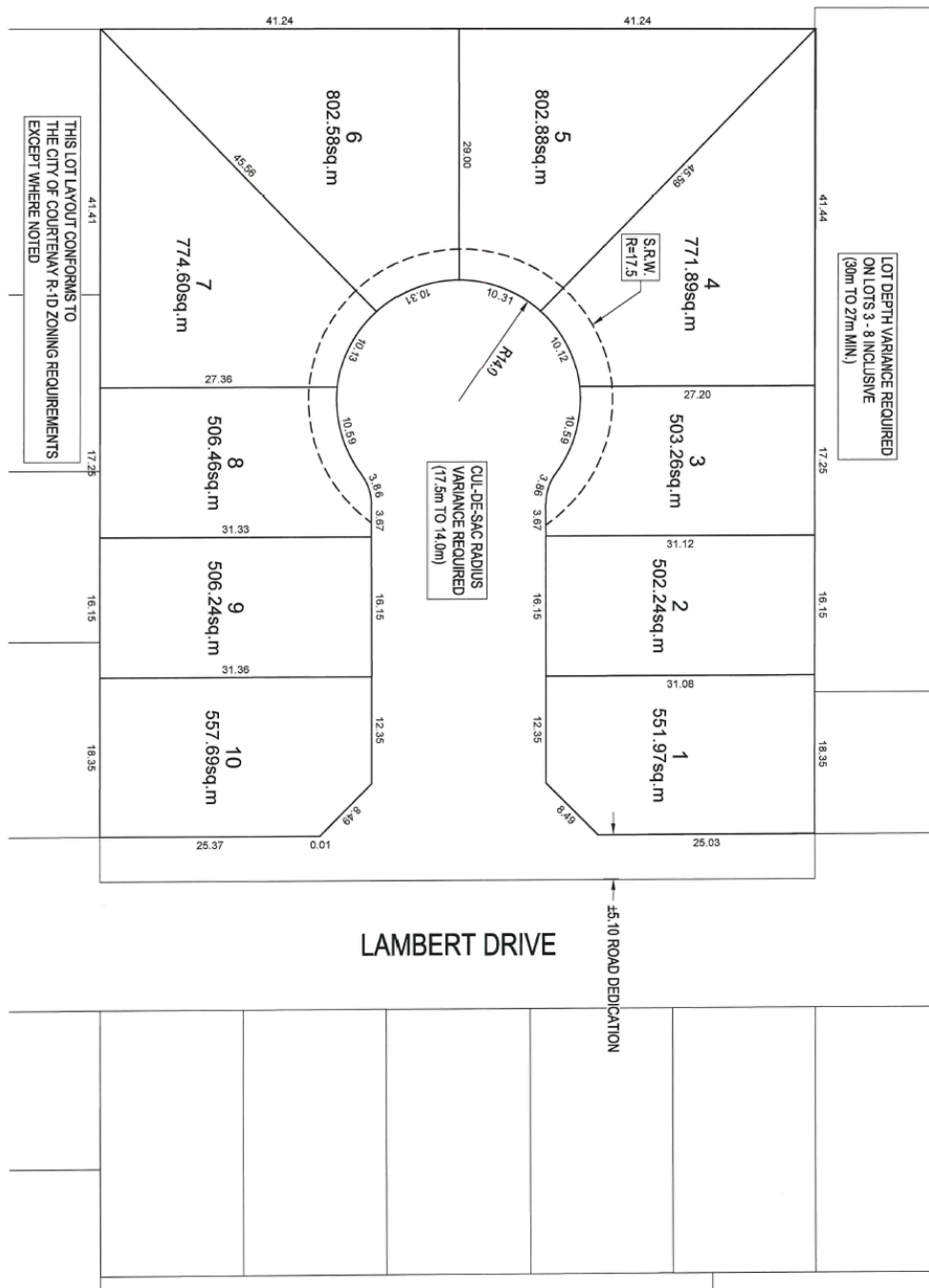
An existing building resides proximal to the Arden Road frontage. This residence is no longer habitable and will be removed from the property in concert with the proposed development.

A land use amendment application has been submitted in support of a proposed 10 single family residential lot development in accordance with R-1D zoning requirements.

Both City staff and the owner agree that a cul-de-sac road connection to Lambert Drive is the preferred development configuration given the location of existing municipal services and preference to limit residential access to Arden Road. To achieve this cul-de-sac configuration, two (2) development variances are required. The first reduces the minimum lot depth from 30 meters to 27 meters (Lots 3 through 8). The second reduces the cul-de-sac road dedication requirements from 30.48 meters to 28 meters.

Page 1 of 5

**ATTACHMENT No. 2 (1/2)  
 Proposed Subdivision Plan**



THIS LOT LAYOUT CONFORMS TO THE CITY OF COURTENAY R-10 ZONING REQUIREMENTS EXCEPT WHERE NOTED

LOT DEPTH VARIANCE REQUIRED ON LOTS 3 - 8 INCLUSIVE (30m TO 27m MIN)

CUL-DE-SAC RADIUS VARIANCE REQUIRED (17.5m TO 14.0m)

S.R.W. R=17.5

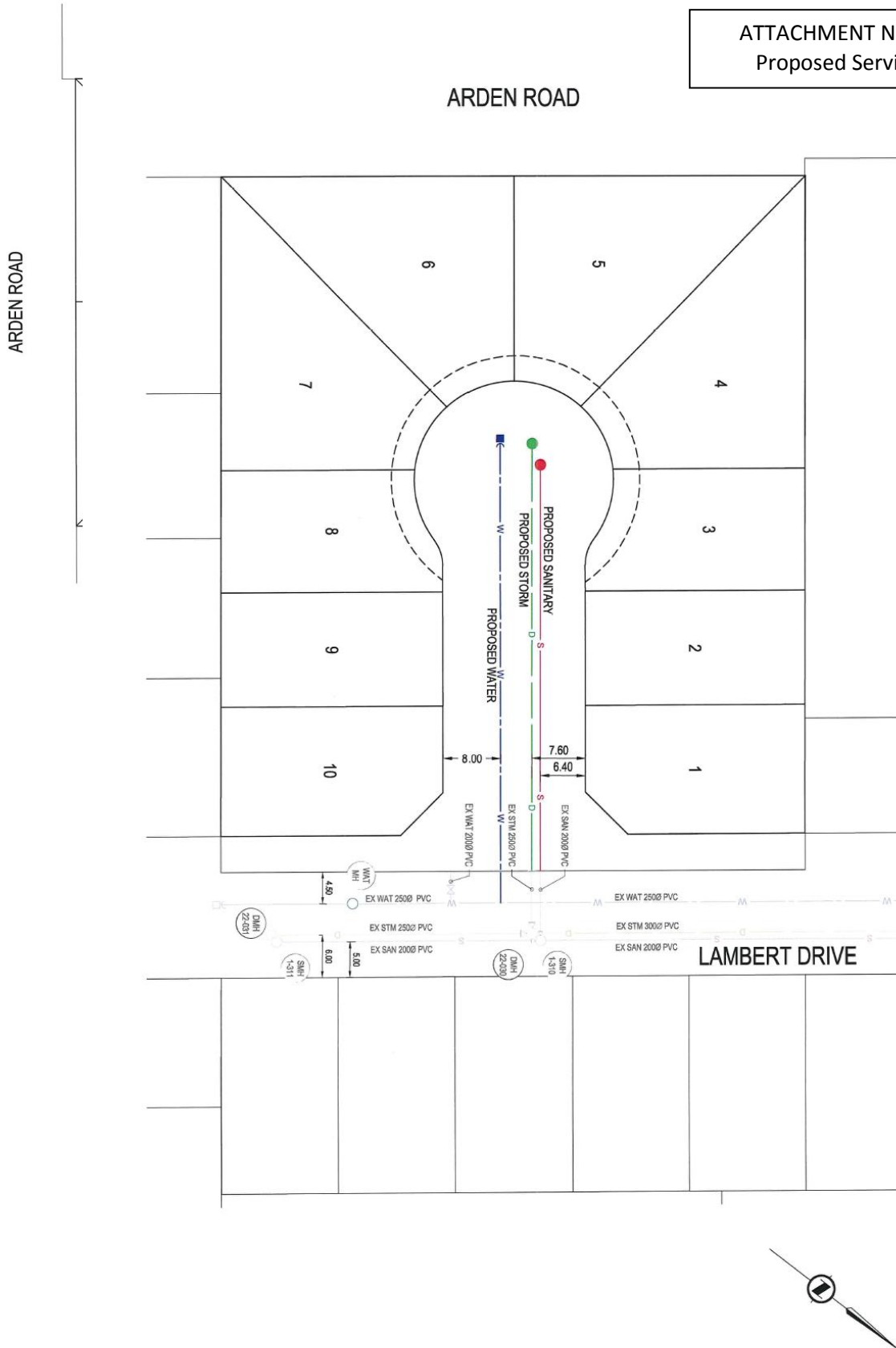
ARDEN ROAD

LAMBERT DRIVE

45.10 ROAD DEDICATION



ATTACHMENT No. 2 (2/2)  
Proposed Servicing Plan





ATTACHMENT No. 3 (1/5)  
*Public Information Meeting Summary  
Report & Public Correspondence*

April 6, 2018

Our File: 2211-47482-00

Tatsuyuki Setta  
Manager of Planning  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear Mr. Setta,

**NEIGHBOURHOOD MEETING SUMMARY - 2310 LAMBERT ZONING AMENDMENT  
LOT 1, DISTRICT LOT 230, COMOX DISTRICT, PLAN VIP60484**

A neighbourhood meeting regarding the above application was hosted by McElhanney Consulting Services Ltd. on Wednesday, March 21, 2018:

- a) Meeting was located in the Soroptimist Lounge at the Florence Filberg Centre, beginning at 5:00 and finishing at 6:30pm.
- b) We have record of 7 residents in attendance (attached).
- c) Meeting notification details were hand delivered on March 12, 2017 to all properties as per the list provided by the City of Courtenay, and mailed to all owners listed (not within 30m of the development).
- d) Information provided during the meeting:
  - MCSL overall Development Site Plan;
  - Rezoning application and supporting documents;
  - MCSL General Servicing plan; and
  - Existing Mature Tree Inventory map.
- e) Generally, topics of discussion included:
  - Expected vehicle speed and volume on Lambert Drive.
  - Traffic calming methodologies and implementation warrant.
  - Volume of groundwater on the subject property and within the immediate area.
- f) Two public comment sheets were received at the meeting and are attached. No further public comment sheets have since been received.

*Page 1 of 2*

495 Sixth St  
Courtenay BC  
Canada V9N 6V4

Tel 250 338 5495  
Fax 855 407 3895  
mcelhanney.com



ATTACHMENT No. 3 (2/5)  
*Public Information Meeting Summary  
Report & Public Correspondence*

We trust you find the above information in order. Please don't hesitate to contact the undersigned should any additional information or clarification be required.

Yours truly,

McELHANNEY CONSULTING SERVICES LTD.

A handwritten signature in blue ink, appearing to read 'D Jensen', with a long horizontal flourish extending to the right.

Derek Jensen, ASCT  
Project Manager

Reviewed by:

A handwritten signature in blue ink, appearing to read 'B Hudson', with a long horizontal flourish extending to the right.

Bob Hudson, P.Eng  
Branch Manager

Enclosures

DJ:ldg

Cc: Leighton Contracting (2009) Ltd., Rob Leighton



ATTACHMENT No. 3 (3/5)  
Public Information Meeting Summary  
Report & Public Correspondence

**PUBLIC INFORMATION MEETING**  
**March 21, 2018**  
**SIGN IN SHEET**  
FOR  
2310 Arden Road - Zoning Amendment With Variances

NAME	ADDRESS
[REDACTED]	2326 Lambert Drive
[REDACTED]	2202 Lambert Dr 203
[REDACTED]	2306 LAMBERT DRIVE
[REDACTED]	2255 Lambert Dr.
[REDACTED]	2158 Morello

ATTACHMENT No. 3 (4/5)  
Public Information Meeting Summary  
Report & Public Correspondence

### PUBLIC INFORMATION MEETING

March 21, 2018

2310 Arden Road - Zoning Amendment for 10 Lot Subdivision

#### COMMENT SHEET

Name:

Address:

2306 Lambert Drive

Phone:

Leighton Contracting (2009) Ltd. has applied to the City of Courtenay for a Zoning Amendment with Variances. The purpose of the application is to allow for a proposed 10 lot single family residential subdivision. This project is under review by staff in the Planning Department of the City (File: 3360-20-1803).

Given the information you have received regarding this project do you have any comments or questions?

VERY UNHAPPY THE ACCESS ROAD TO NEW CUL DE SAC IS EXACTLY ACROSS ROAD FROM OUR HOUSE !!!

**Please return your comments by April 6, 2018.**

Comment sheets can be submitted by one of the following methods:

1. Drop off or mail your comments to: Development Services Dept. City of Courtenay, 830 Cliffe Ave, Courtenay, BC V9N 2J7
2. Email your comments to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comments to: 250-334-4241

ATTACHMENT No. 3 (5/5)  
Public Information Meeting Summary  
Report & Public Correspondence

## PUBLIC INFORMATION MEETING

March 21, 2018

2310 Arden Road - Zoning Amendment for 10 Lot Subdivision

### COMMENT SHEET

Name: [REDACTED] Email: \_\_\_\_\_  
Address: 7376 LAMBERT Phone: \_\_\_\_\_

Leighton Contracting (2009) Ltd. has applied to the City of Courtenay for a Zoning Amendment with Variances. The purpose of the application is to allow for a proposed 10 lot single family residential subdivision. This project is under review by staff in the Planning Department of the City (File: 3360-20-1803).

Given the information you have received regarding this project do you have any comments or questions?

SPEED BUMPS }

**Please return your comments by April 6, 2018.**

Comment sheets can be submitted by one of the following methods:

1. Drop off or mail your comments to: Development Services Dept. City of Courtenay, 830 Cliffe Ave, Courtenay, BC V9N 2J7
2. Email your comments to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comments to: 250-334-4241





## STAFF REPORT

**To:** Council

**File No.:** 3360-20-1805

**From:** Chief Administrative Officer

**Date:** May 22, 2018

**Subject:** Zoning Amendment Bylaw No. 2928 to allow for a secondary suite at 570 Washington Crescent

### PURPOSE:

The purpose of this report is for Council to consider an application to rezone the property located at 570 Washington Crescent from Residential One Zone (R-1) to Residential One S Zone (R-1S) to permit a secondary suite.

### CAO RECOMMENDATIONS:

THAT based on the May 22 2018 Staff report, "Zoning Amendment Bylaw No. 2928 to allow for a secondary suite at 570 Washington Crescent" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2928, 2018; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2928, 2018 on June 11, 2018 at 5:00 p.m. in the City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject property is an approximately 885m<sup>2</sup> residential lot located at 570 Washington Crescent in East Courtenay, legally described as Lot 11, Section 15, Comox District, PLAN 36414 (**Figure 1**). The property is undergoing construction of a single family house (**Figure 2**) with 188m<sup>2</sup> habitable area on each of the main and basement floors, on a previously empty lot in a long-standing subdivision from the 1980's. The building layout is shown in **Figure 3**, featuring a driveway off Washington Street leading to a 2-car garage with additional off-street parking beside it.



**Figure 1:** Context map with Subject Property outlined

The surrounding land use is predominantly single family residential, R-1, though a few nearby properties have been rezoned to R-1S and many properties across Ryan road at a similar distance from services are zoned R-2. The R-1S and R-2 zones each allow for two residential units on a lot in the form of either a single detached home with secondary suite or a duplex.



Figure 2: View from Washington Crescent

The proposed secondary suite would occupy a portion of the basement of the single family home that the owner intends to inhabit. A review of the site and floor plans (**Attachment No. 1**) indicate that the proposed suite is 78.69 m<sup>2</sup> (847ft<sup>2</sup>) in size and includes one bedroom, one bathroom, a living (shown as games) room, a kitchen/dining area (wet bar), and a storage room.

**DISCUSSION:**

The subject property is located within 2km of North Island College, North Island Hospital, Crown Isle Plaza, the Real Canadian Superstore, the Comox Valley Aquatic Centre, and schools and parks. These destinations are most easily accessible by car or transit (with 3 bus routes stopping about 500m away) but some residents may choose to cycle or walk. The property is not within a Local Area Plan area.

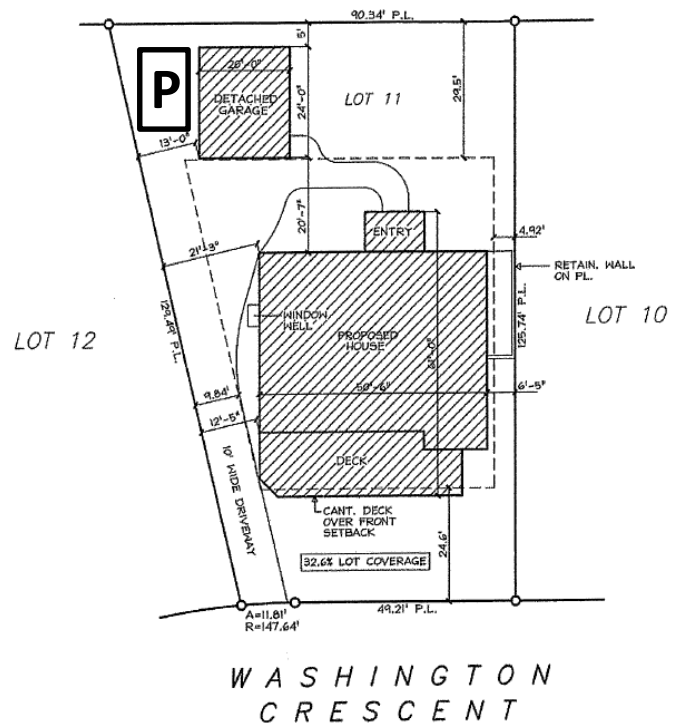


Figure 3: Site plan

OCP Review

The proposed application represents infill development within an established neighbourhood designated Urban Residential in the Official Community Plan (OCP). The OCP and the Affordable Housing Policy support infill development within existing Urban Residential areas provided it is in keeping with the character and scale of the surrounding neighbourhood. Infill housing provides more rental housing stock and diversity of housing types, and promotes more efficient use of land that is already serviced.

Affordable Housing Policy

The City’s Affordable Housing Policy sets out a number of strategies that support increasing the provision of affordable housing, including secondary suites, within the community. When zoning does not permit secondary suites, Council’s practice to-date has been to consider such rezoning applications on a case-by-case basis taking into account land use planning policy, servicing capacity and neighbourhood interests.

Zoning Review

If this application is approved and a secondary suite is placed on the property, the development will comply with all applicable zoning regulations including: building height, lot coverage, building setbacks and parking requirements.

<b>Requirements</b>	<b>Proposal</b>
Total not more than 90.0 m <sup>2</sup>	78.69 m <sup>2</sup> (includes 1 bedroom, 1 bathroom, kitchen/dining room and living room)
Floor Area Less than 40% of the total habitable floor space of the building	21%
Located within a building of residential occupancy containing only one other dwelling unit	Yes
Located within a building which is a single real estate entity	Yes
Three Parking Spaces <i>(2 spaces for the principal dwelling unit and 1 additional space for the secondary suite)</i>	3+ parking spaces: 2-car garage, 1+ beside garage (see <b>Figure 3</b> above)

**FINANCIAL IMPLICATIONS:**

Application fees have been collected in order to process the rezoning and OCP amendment application. Should the proposed Zoning and OCP Land Use Amendment bylaws be adopted, Building Permit application fees will apply.

Properties with a secondary residence are charged a second utility fee (sewer, water, garbage) for the additional dwelling unit. Should the rezoning application be approved, the additional utility fees will be charged to the property at the time of occupancy permit. Secondary residences are exempt from paying Development Cost Charges to the City and Regional District.

**ADMINISTRATIVE IMPLICATIONS:**

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan. Staff has spent approximately 30 hours processing this application to date. Should the proposed zoning amendment proceed to public hearing, an additional 2 hours of staff time will be required to prepare notification for public hearing and to process the bylaw. Additional staff time will be required to process the subsequent building permit application including plan checking and building inspections. Because the subject property is located within 800m of Provincially Controlled Access Highway (Ryan Road) intersections, the Ministry of Transportation would have to sign the Bylaw prior to the Third Reading. The Ministry has already indicated it has no concerns.

**ASSET MANAGEMENT IMPLICATIONS:**

The proposed development utilizes existing infrastructure and is connected to City Water and City Sewer. There are no direct asset management implications associated with this application.

**STRATEGIC PRIORITIES REFERENCE:**

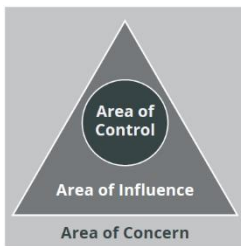
Development applications fall within Council’s area of control and specifically align with the strategic priority to support meeting the fundamental corporate and statutory obligations of the City. This application also meets the goal to support densification aligned with the Regional Growth Strategy.

**We support diversity in housing and reasoned land use planning**

- Support densification aligned with community input and regional growth strategy

**We focus on organizational and governance excellence**

- We support meeting the fundamental corporate and statutory obligations



● **Area of Control**

The policy, works and programming matters that fall within Council’s jurisdictional authority to act.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

The proposed zoning amendment is consistent with the Urban Residential land use designation of the Official Community Plan. It represents infill residential development near existing amenities and services, providing a range of housing choice, while fulfilling OCP Section 4.4.3 4 a) – limited infill will be considered only in keeping with the character and scale of an existing neighbourhood.

**REGIONAL GROWTH STRATEGY REFERENCE:**

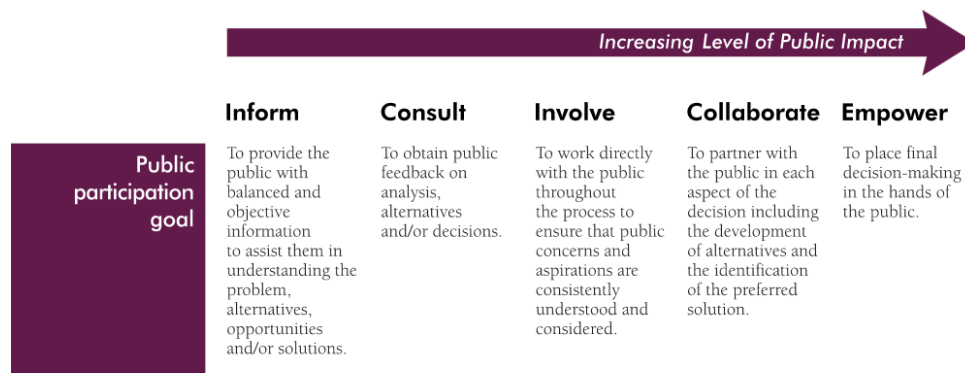
The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

- Objective 1-A: Locate housing close to existing services; and
- Objective 1-C: Develop and maintain a diverse, flexible housing stock.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff will “Consult” the public based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)





Should Zoning Amendment Bylaw No. 2928, 2018 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on April 20, 2018 at the subject property. According to the information provided by the applicant, 23 people attended the meeting, of whom 18 signed the Sign In sheet, representing 12 property addresses all on Washington Crescent. Nine people submitted comments to the City representing five property addresses, showing unanimous support. Another attendee phoned City Hall to voice support and emphasized a need for suites to add rental stock. All written comment sheets have been included with the meeting summary report in **Attachment No. 2**.

**OPTIONS:**

**OPTION 1:**

THAT based on the May 22<sup>nd</sup> 2018 Staff report, "Zoning Amendment Bylaw No. 2928 to allow for a secondary suite at 570 Washington Crescent" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2928, 2018; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2928, 2018 on June 11, 2018 at 5:00 p.m. in the City Hall Council Chambers. (Recommended)

**OPTION 2:** Defer consideration of Bylaw No. 2928 with a request for more information.

**OPTION 3:** Defeat Bylaw No. 2928.

Prepared by:



Mike Grimsrud,  
Planner 1

Approved by:



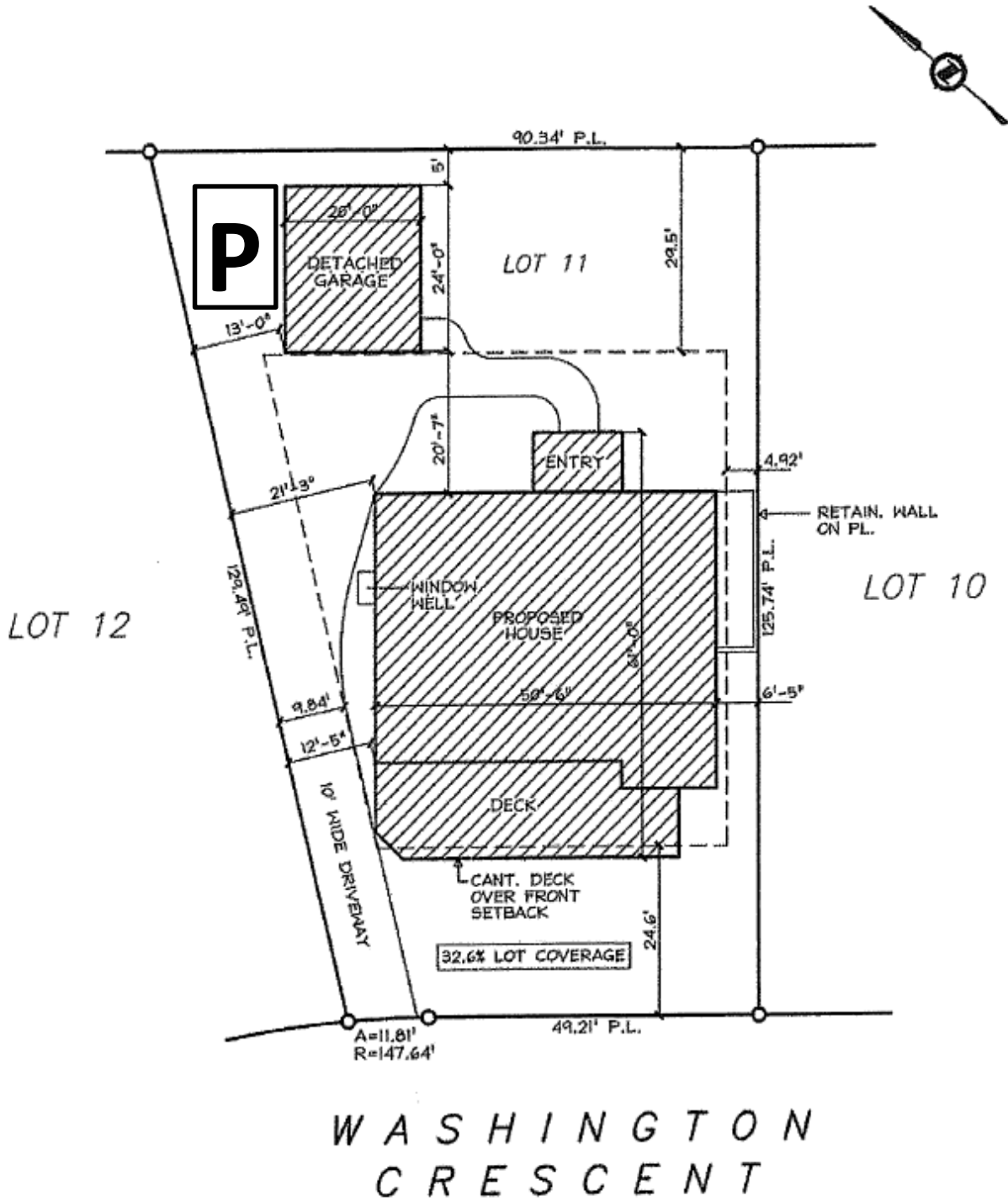
Ian Buck, MCIP, RPP  
Director of Development Services

**Attachments:**

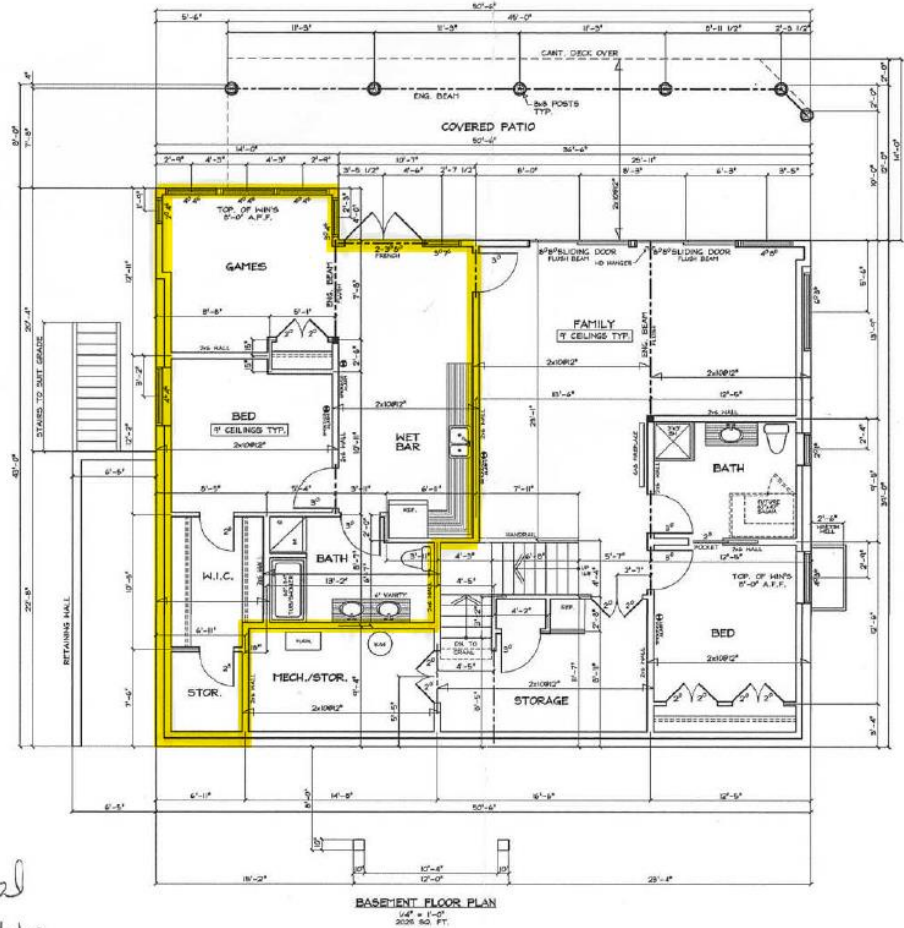
1. Attachment No. 1: Plans
2. Attachment No. 2: Public Information Meeting Summary and Public Comments
3. Attachment No. 3: Applicant's Written Submissions
4. Attachment No. 4: Nearby R-1S Rezoning

Attachment No. 1: Plans and Parking

Site Plan (parking: 2 in detached garage, 1+ beside garage)



**Basement Floor Plan (suite in yellow)**



Application for SURE  
847 sq ft of total  
4050 sq ft habitable  
living space = 21%

**Off-street Parking**



## Attachment No. 2: Public Information Meeting Summary and Public Comments

### PUBLIC INFORMATION MEETING

April 20, 2018

R-1 to R-1S Rezoning Application for  
570 Washington Crescent, Courtenay BC

#### Summary Report of the Meeting

1. Location and duration of the meeting
  - The meeting commenced at 5:10pm at the subject property, and was held physically inside the area of the basement which would become the proposed suite. The meeting then moved into the larger adjacent residence basement to better accommodate the large number of attendees.
  - The meeting broke up at 5:45pm when there were no further questions from the attendees, and with the owners again asking that the attendees complete the Comment Sheets, both for and against, and promptly return them to the City of Courtenay Planning Department ("Planning Department").
2. Number of attendees
  - 23 attendees: 18 of whom registered on the Signin Sheet, and being from 12 adjacent properties, all nearby on Washington Crescent (see attachments).
  - 30 Comment Sheets (blank) were provided at the outset of the meeting, which were physically distributed to the attendees. 22 Comment Sheets were returned uncompleted at the conclusion of the meeting. 1 was returned (In Favour) at the Meeting, thus leaving 7 Comment Sheets which were kept by attendees, presumably to complete and return to the Planning Department.
  - In total there were 2 written 'comments' received at the meeting, both "In Favour" – 1 being a Comment Sheet (*neighbour #1*), and the other being an 'annotated' Meeting Notice (*neighbour #2*) (*both of these completed 'comments' were provided to the Planning Department separately from this Meeting Report*).
3. How the meeting was advertised and how surrounding property owners were notified
  - Streetside Sign – A large Rezoning Application sign, in the form required, was installed on the Property by the Builder a week after the Planning Department requested it on Mar 13, 2018 (see attachments).
  - Notice of Meeting – All 40 property owners (other than the subject property and its duplicate) on the listing provided by the Planning Department received the Notice of Meeting either by hand-delivery on April 6, 2018 or by mail (see attachments).
4. Information provided at the meeting
  - Notice of Meeting – 8-1/2" x 11", 1-page (attached).
  - 'Utility Services Locations' map (superimposed on a satellite-view photo) showing subject property and adjacent neighbours - 11" x 17", 1-page (Source: Planning Dept, attached).
  - Construction Drawings – including lot plan, elevations, and all floorplans (full-sized).
  - Suite Floorplan – separate basement floorplan clearly showing the basement suite and its size – an 847 sq ft 1-bedroom basement suite to be built completely within the 4050 sq ft residence (11" x 17", 1-page) (attached).

- Map showing nearby R-1S Rezoning – with the four closest R-1S rezoned properties being located at 1066 Evergreen Ave, 1397 Sitka Avenue, 855 Back Road and 1895 Thorpe (8-1/2" x11", 1-page) (Source: Planning Dept, attached).
- Informal Presentation - the meeting commenced with a short presentation by the owners during which they introduced themselves and explained: (1) the 1-bedroom basement suite proposed; (2) the formal City of Courtenay rezoning process, as the owners understood it.

5. A summation of questions raised and major discussion points

After the owners' presentation, questions from the attendees were fielded. The ensuing discussions covered:

- The size and location of the suite: 1-bedroom, comprising 847 sq ft of the 4050 sq ft house, and located in the basement, east-side, of the house.
- Off-street parking plans: including the long driveway and sizeable parking area adjacent to the detached double garage.
- Distinction that, the rezoning would not result two separate legal titles for the property. It was simply for the proposed basement suite and not a duplex, and that this was regardless of the fact that the Building Code requires the suite to have a separate electric meter.
- The tight local rental market was discussed. The anecdotes provided included the owners' personal difficulties over several months in finding rental accommodation in early-2016, and several attendees more recent experiences, some as landlords, which confirmed that sizeable numbers of people continue to look for rentals in the Comox Valley and the tight rental situation generally.
- Some of the building code and bylaw requirements for a legal suite: i.e. separate electric meter and distribution panel, significant fire code requirements, and off-street parking.
- The fact that the rezoning application was specific to the property located at 570 Washington Crescent and was not for the entire neighbourhood, and that it reflects the same process as would have been required for the other four nearby R-1S rezonings which are east of 6<sup>th</sup> Street.
- Owners' intent that the 1-bedroom suite and its future tenant(s) be 'in-fill' density that completely respects both the character of the neighbourhood and its residents.

Respectfully submitted,



Joseph Bowes

Attachments

- A1 - Notice of Meeting – 1 page
- A2 - 1-Bedroom Suite Floorplan – 1 page
- A3 - 'Utility Services Locations' map – 1 page
- A4 - Streetside Rezoning Application Sign – 2 pages
- A5 - Nearby R-1S Zoned Properties (rezoned from R-1) – 1 page
- A6 - Signin Sheet (as completed) – 1 page

### SIGN IN SHEET

FOR  
PUBLIC INFORMATION MEETING

April 20, 2018

R-1 to R-1S Rezoning Application for  
570 Washington Crescent, Courtenay BC

NAME (Please Print)	ADDRESS
	582 Washington Cres.
	546 Washington Cres.
	554 Washington Cres.
	561 Washington Cres.
	578 Washington Cr.
	553 Washington Cres.
	562 Washington Cres.
	549 Washington Cr.
	574 Washington Cres.
	578 " "
	573 " "
	586 WASHINGTON CRES.
	545 " "
	<sup>18</sup> <del>20</del> Attendees signed in <del>12</del> <del>15</del> Property owners, all on Washington Cres.

*duplicate*

**PUBLIC INFORMATION MEETING****April 20, 2018**R-1 to R-1S Rezoning Application for  
570 Washington Crescent, Courtenay BC**COMMENT SHEET**

Name:

Email:

Address:

Phone:

365 Evergreen Ave

Joseph Bowes and Francine Legault have applied to the City of Courtenay for a secondary suite Zoning amendment. Specifically, in their new home which is being built on the property, the applicants wish to include a legally-zoned basement suite which requires a zoning change from R-1 to R-1S. All applicable National and Provincial Building Codes, and all City of Courtenay Bylaw requirements for both 'in-law' and market rental uses will be met, including on-site parking.

The applicants submit that this proposed secondary suite will help with the tight Comox Valley rental market, is close to both the new Hospital and North Island College, to nearby transit on Ryan Road, and is in keeping with stated City of Courtenay affordable/in-fill housing policies.

This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

We are the next door uphill neighbours of Joseph + Francine. We fully support their rezoning application and basement suite. This neighbourhood is full of large lots, older homes and older people. There is plenty of space for secondary suites. We would love to see some younger families gain access to the area. Having rented in the past we know how tough it is to find quality rental suits. A brand new suite on a view lot like Joe + Francine's is a wonderful addition to the market. Since the home owners are living upstairs

Please return (submit) your comments by 4:30 pm Friday, April 27, 2018 as follows:

1. Mail to or physical delivery to: Development Services Department, City of Courtenay, 830 Cliffe Ave
2. Scan or take a picture and email to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax your comment sheet to 250-334-4241

we have no concerns about ~~the~~ tenants as neighbours.

**PUBLIC INFORMATION MEETING  
April 20, 2018**

R-1 to R-1S Rezoning Application for  
570 Washington Crescent, Courtenay BC

**COMMENT SHEET**

Name: [REDACTED] Email: [REDACTED]  
Address: 545 WASHINGTON CRES Phone: [REDACTED]

Joseph Bowes and Francine Legault have applied to the City of Courtenay for a secondary suite zoning amendment. Specifically, in their new home which is being built on the property, the applicants wish to include a legally-zoned basement suite which requires a zoning change from R-1 to R-1S. All applicable National and Provincial Building Codes, and all City of Courtenay Bylaw requirements for both 'in-law' and market rental uses will be met, including on-site parking.

The applicants submit that this proposed secondary suite will help with the tight Comox Valley rental market, is close to both the new Hospital and North Island College, to nearby transit on Ryan Road, and is in keeping with stated City of Courtenay affordable/in-fill housing policies.

This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

I and my husband, [REDACTED] have no objections to a legal suite as long as the owners live in one portion of the house. We support this re-zoning.

**Please return (submit) your comments by 4:30 pm Friday, April 27, 2018 as follows:**

1. Mail to or physical delivery to: Development Services Department, City of Courtenay, 830 Cliffe Ave
2. Scan or take a picture and email to [planning@courtenay.bc](mailto:planning@courtenay.bc)
3. Fax your comment sheet to 250-334-4241



PUBLIC INFORMATION MEETING  
NOTIFICATION  
R1 to RS1 Rezoning Application for  
570 Washington Crescent, Courtenay BC

APR 4/18  
REPLY BEFORE  
APR 20/2018

A public information meeting about this rezoning application will be held as follows:

Time-Date: 5:00 pm, Friday April 20, 2018  
Location: 570 Washington Crescent, Courtenay BC



Specifically, in their new home which is being built on the property, the applicants wish to include a legally-zoned basement suite which requires a zoning change from R1 to RS1. All applicable National and Provincial Building Codes, and all City of Courtenay Bylaw requirements for both "in-law" and market rental uses will be met, including on-site parking. This secondary suite will help with the tight Comox Valley rental market, is close to both the new Hospital and North Island College, to nearby transit on Ryan Road, and is in keeping with stated City of Courtenay affordable/in-fill housing policies.

In addition to the standard application referral and public hearing process, this meeting provides the public an additional opportunity to access information and for their inquiries.

Written feedback can be provided at the meeting, and afterwards as follows:

1. Hand-delivery, or by mail, to: Development Services Department, City of Courtenay, 830 Cliffe Avenue, Courtenay, BC V9N 2J7
2. Email to [planning@courtenay.ca](mailto:planning@courtenay.ca)
3. Fax to 250-334-4241

Applicants: Joseph Bowes and Francine Legault  
3639 Garibaldi Drive, North Vancouver, BC V7H 2W2

SUBMITTED BY [REDACTED]  
DEVELOPMENT SERVICES DEPARTMENT,  
TO CITY OF COURTENAY, 830 CLIFFE AVE.

WE AS NEXT DOOR NEIGHBORS, HAVE NO OBJECTIONS TO JOSEPH BOWES & FRANCINE LEGAULT INCLUDING A "MARKET RENTAL" IN THEIR NEW HOUSE. WE KNOW THEY ARE ADHERING TO ALL NATIONAL & PROVINCIAL CODES, & ALL CITY OF CENY BYLAWS, & ON-SITE PARKING. THEY WILL BE WONDERFUL NEIGHBORS, (AS WE HAVE FOUND THEM TO BE) AND A GREAT ASSET TO OUR FRIENDLY NEIGHBORHOOD. WE ARE LOOKING FORWARD TO SEEING THEM MOVED IN & SETTLED.

Staff note: commenter address 566 Washington Crescent identified in separate communication



Sat 2018-04-21 9:01 AM

[Redacted]

570 Washington Crescent

To PlanningAlias

[Redacted] and I have no problem endorsing the rezoning of 570 Washington Crescent.

**Staff note: commenter address 573 Washington Crescent identified in separate communication**



Thu 2018-04-12 11:18 AM

[Redacted]

570 Washington Crescent, Courtenay, B.C.

To PlanningAlias

To Whom It May Concern

This is to notify you, that as the owner of a residential property – 400 Evergreen Place – I have no objection to a legally zoned basement suite, located at 570 Washington Crescent, Courtenay, B.C.

[Redacted]

### **Attachment No. 3: Applicant's Written Submissions**

#### **Attachment #2 to Rezoning Application 570 Washington Crescent**

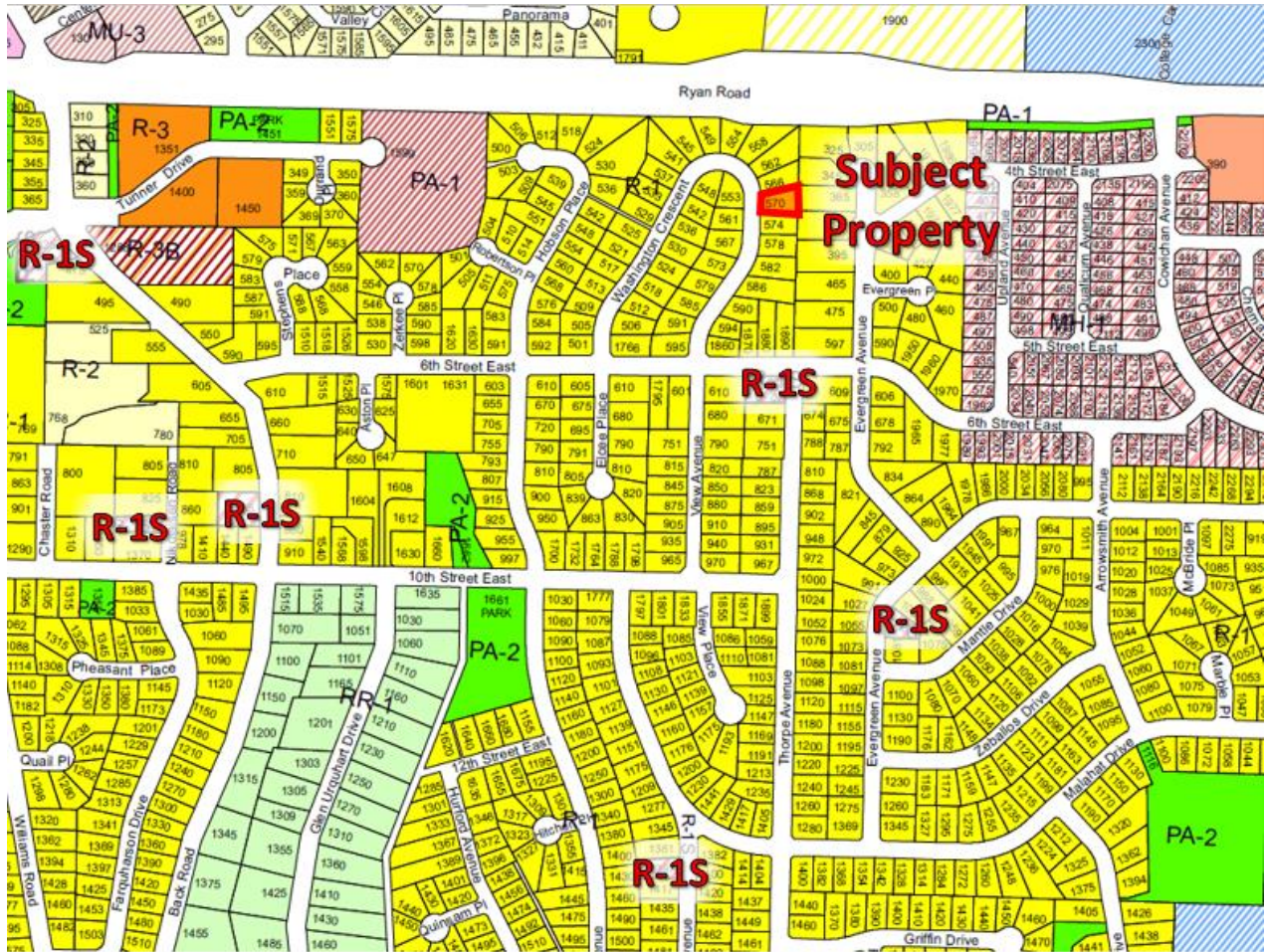
##### **Project Summary**

A new single-family home to be built with a basement suite – thus requiring a zoning change from R1 to RS-1 – on a previously empty, 'in-fill' lot in a long-standing subdivision (since 1980's) in East Courtenay. All applicable Building Code and City Bylaw requirements suited to 'in-law' and market rental uses will be met. This particular basement suite will help with the tight Comox Valley rental market, is close to both the new hospital and North Island College, to nearby transit on Ryan Road, and is in keeping with stated City of Courtenay in-fill density policies.

This SF home has ample off-street parking for both the main residence and the 1-bdrm suite. It has a 2-car garage (as an accessory building), further dedicated parking beside the garage, and additional parking options on its long driveway and against the garage.

The Builder, who is managing the entire new home construction project for the owner, is Monterra West Homes Ltd.

**Attachment No. 4: Nearby R-1S Rezoning**



R-1S properties pictured:

- 1895 Thorpe Ave
- 1066 Evergreen Ave
- 1397 Sitka Ave
- 855 Back Rd
- 965 Nikolaisen Rd
- 425 Back Rd



## STAFF REPORT

**To:** Council

**File No.:** 4320-20

**From:** Chief Administrative Officer

**Date:** May 22, 2018

**Subject:** A New Liquor Licence (Match Eatery and Public House) – 361 Hunt Road

### PURPOSE:

The purpose of the report is to provide Council with the results of public notification of the Playtime Gaming Group's application made to the LCLB for their new liquor licence at the above referenced location.

### CAO RECOMMENDATIONS:

That based on the May 22<sup>nd</sup>, 2018 staff report, 'A New Liquor Licence (Match Eatery and Public House) – 361 Hunt Road', Council approve OPTION 1 as follows:

- 1) The Council of the City of Courtenay recommends the LCLB approve the Playtime Gaming Group's application made to the LCLB for their new liquor licence.
- 2) Council's comments on the prescribed considerations are as follows:
  - (a) If the amendment application is approved, it would not result in an increase of noise in the area;
  - (b) If the application is approved, it would not negatively impact the community based on the submissions received from the public; and
  - (c) In order to gather the views of residents, the City of Courtenay posted a notice on the City's website outlining the application. Additionally, the RCMP was contacted for comment. No comments were provided.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

Playtime Gaming Group Inc., the applicant, has applied to the the Liquor Control and Licencing Branch (LCLB) for a new liquor primary licence with a Family Foodservice Term and Condition for their new food establishment called "Match Eatery and Public House". This liquor licence application is explicitly for the service area established within the existing building at the subject property. The intent is to open the new restaurant as soon as the new licence is granted. This licence application excludes the patio area that the

applicant intends to apply for a structural change subsequent to the approval of the new restaurant licence.

Pursuant to the *Liquor Control and Licensing Act*, the City posted a notice of the application on the City's main website for two weeks after the May 7<sup>th</sup> regular Council meeting. The City has not received comments.

**DISCUSSION:**

The Comox Valley RCMP was referred and has no concern with the application.

There is a food establishment already at this location. Additionally, the facility is entirely enclosed within a building. Staff evaluation of this application is there will be no negative impacts in terms of land use. The use intended is also permitted in this zone and meets all the zoning requirements.

**FINANCIAL IMPLICATIONS:**

There is no direct financial implication related to this application.

**ADMINISTRATIVE IMPLICATIONS:**

Administration of liquor licencing is included in the City's general statutory duties. To date, staff has spent five hours to process the application.

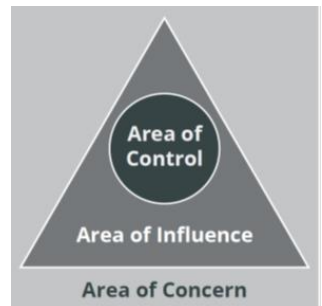
**ASSET MANAGEMENT IMPLICATIONS:**

There is no direct asset management implications related to this application.

**STRATEGIC PRIORITIES REFERENCE:**

**We focus on organizational and governance excellence**

- We support meeting the fundamental corporate and statutory obligations



- **Area of Control**  
The policy, works and programming matters that fall within Council's jurisdictional authority to act.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

There is no direct reference related to this application.

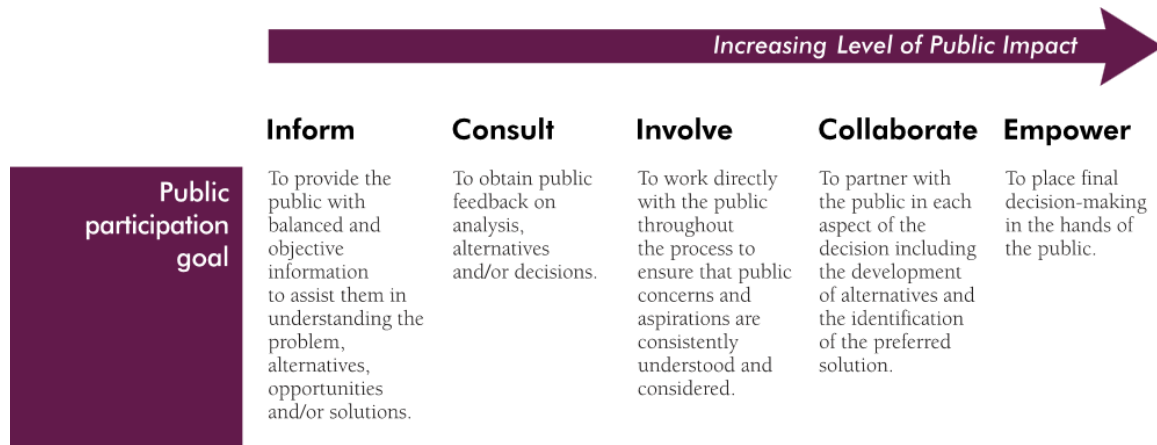
**REGIONAL GROWTH STRATEGY REFERENCE:**

There is no direct reference related to this application.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff will consult members of the public based on the IAP2 Spectrum of Public Participation:

[http://c.yimcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.yimcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



Public comment gathering period was open on the City’s home page on May 8<sup>th</sup>, 2018. To date, no comments have been provided to the City.

**OPTIONS:**

- Option 1: 1) The Council of the City of Courtenay recommends the LCLB approve the Playtime Gaming Group’s application made to the LCLB for their new liquor licence.
- 2) Council’s comments on the prescribed considerations are as follows:
- (a) If the amendment application is approved, it would not result in an increase of noise in the area;
  - (b) If the application is approved, it would not negatively impact the community based on the submissions received from the public; and
  - (c) In order to gather the views of residents, the City of Courtenay posted a notice on the City’s website outlining the application. Additionally, the RCMP was contacted for comment. No comments were provided.

(Recommended)

Option 2: That Council not recommend approval of the application.

Prepared by:



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Tatsuyuki Setta, MCIP, RPP  
Manager of Planning

Approved by:



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Ian Buck, MCIP, RPP  
Director of Development Services





Janice Baker  
President / Présidente

Marc Landry,  
First Vice-President /  
Premier vice-président

Jeff Renaud  
Second Vice-President /  
Deuxième vice-président

Jake Rudolph  
Treasurer / Trésorier

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Présidente sortante

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Jack Benzaquen,  
Director / Directeur

Tony Kulbisky  
Director / Directeur

Cory Bellmore  
Director / Directeur

Louis Coutinho  
Director / Directeur

Beverly Hendry  
Director / Directrice

Jennifer Goodine  
Executive Director  
Directrice générale

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E-Mail:  
[admin@camacam.ca](mailto:admin@camacam.ca)

[www.camacam.ca](http://www.camacam.ca)

April 16, 2018

Mayor Larry Jangula  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC  
V9N 2J7

Dear Mayor Jangula:

The Canadian Association of Municipal Administrators' (CAMA) Long Service Recognition Awards Program recognizes and celebrates the dedication to public service and municipal management of our members, which is a significant priority for our Association. These awards are based on the number of years of full-time, paid employment in municipal government in a management capacity (a Chief Administrative Officer or reporting directly to a Chief Administrative Officer). They are granted at ten years and given in five year increments.

This year in your municipality we acknowledged the commitment of your Chief Administrative Officer, Mr. David Allen, for his fifteen years of municipal service in a management capacity. His recognition pin has been mailed to him directly.

We ask you to assist us in recognizing Mr. Allen (by perhaps making a special presentation to him at City Council) for his ongoing support of the municipal profession and for the part that he continues to play in helping to make CAMA the leading organization in fostering and sustaining municipal excellence.

Our sincere gratitude to you for your continued support of this valued CAMA member and dedicated employee of your organization. We trust that your municipality has tremendously benefited from his membership in CAMA and we are confident that it will continue to do so.

Sincerely,

Janice Baker  
CAMA President

cc David Allen, Chief Administrative Officer, City of Courtenay





# BRIEFING NOTE

**To:** Council  
**From:** Director of Recreation and Cultural Services  
**Subject:** Canada Day Parade Route Change

**File No.:** 08100-20 Canada  
**Date:** May 16, 2018

## ISSUE:

The routing of the Canada Day parade is changing for the 2018 event.

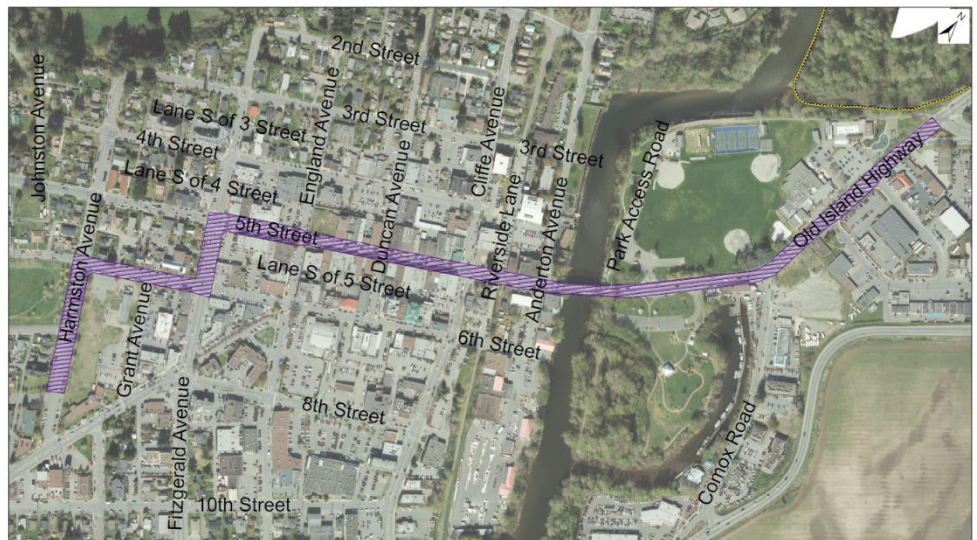
## BACKGROUND:

Traditionally the Canada Day parade route follows 5<sup>th</sup> Street, starting at Lake Trail School, passing through downtown Courtenay, and finishing up at the Lewis Centre Parking lot. With the Complete Streets Project currently underway and the work to be completed this fall, a closure of 5<sup>th</sup> Street between Menzies and Fitzgerald will be in effect over the holiday weekend, making the traditional parade route impractical.

## KEY CONSIDERATIONS:

The City of Courtenay Special Events Coordinator has worked closely with the July 1st Advisory Group and Public Works Services staff to develop the new routing. At the February 5th Advisory Group meeting City Staff presented multiple options to the Advisory Group for their feedback and discussion. From their feedback a final option was presented at the March 12th meeting, which the July 1st Advisory Group unanimously supported. This option has also been presented to the Downtown Courtney Business Improvement Association in which a letter of support has been received.

This finalized route will be advertised along with event details on the City website, social media and in the local newspaper.



Canada Day Parade 2018

Respectfully submitted,

Dave Snider *RLA*  
Director of Recreation and Cultural Services





THE CORPORATION OF THE CITY OF COURTENAY

## MEMORANDUM

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 2018 Revised Residential School Tax Rates

**File No.:** 1970-02  
**Date:** May 4, 2018

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### BACKGROUND:

At the April 30, 2018 Special Council meeting, the 2018 Property Tax Rates were reported to City Council. The report identified City tax rates and tax rates collected for Other Authorities such as the provincial school tax rates. The provincial school tax rate was noted at 1.8461 per thousand and the impact to the average residential property, with an assessed value of \$374,000, was \$72.46.

### ISSUE:

The Province has notified Staff of an error with respect to the 2018 residential school tax rates. A new Order in Council has been circulated and the provincial residential school tax rate revised to 1.7681 per thousand. Applying this new rate to the average residential property with an assessed value of \$374,000 calculates to \$43.29. The difference between the two rates is a reduction of \$29.17. This revision only applies to residential property owners.

For Council's information, the Tax Rates Bylaw Number 2925, 2018 does not include School Tax Rates as these are set by provincial Order in Council. All other tax rates remain the same.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2921**

**A bylaw to amend Zoning Bylaw No. 2500, 2007**

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as **“Zoning Amendment Bylaw No. 2921, 2018”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:

(a) Amending Section 8.24.1 by adding “(31) notwithstanding any provision of this bylaw, a church and assembly hall is a *permitted use* on Lot A (DD EL132291), District lot 127, Comox District Plan 1464 Except Part In Plan VIP67475 (765 McPhee Avenue).

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this	day of	, 2018
Read a second time this	day of	, 2018
Considered at a Public Hearing this	day of	, 2018
Read a third time this	day of	, 2018
Finally passed and adopted this	day of	, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services





**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2923**

**A bylaw to amend Zoning Bylaw No. 2500, 2007**

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2923, 2018**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
  - (a) by rezoning Lot 1, District Lot 230, Comox District, Plan VIP60484, as shown in bold outline on **Schedule A** which is attached hereto and forms part of this bylaw, from Residential One A Zone (R-1A) to Residential One D Zone (R-1D);
  - (b) That Schedule No. 8 be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this                                day of                                , 2018

Read a second time this                                day of                                , 2018

Considered at a Public Hearing this                                day of                                , 2018

Read a third time this                                day of                                , 2018

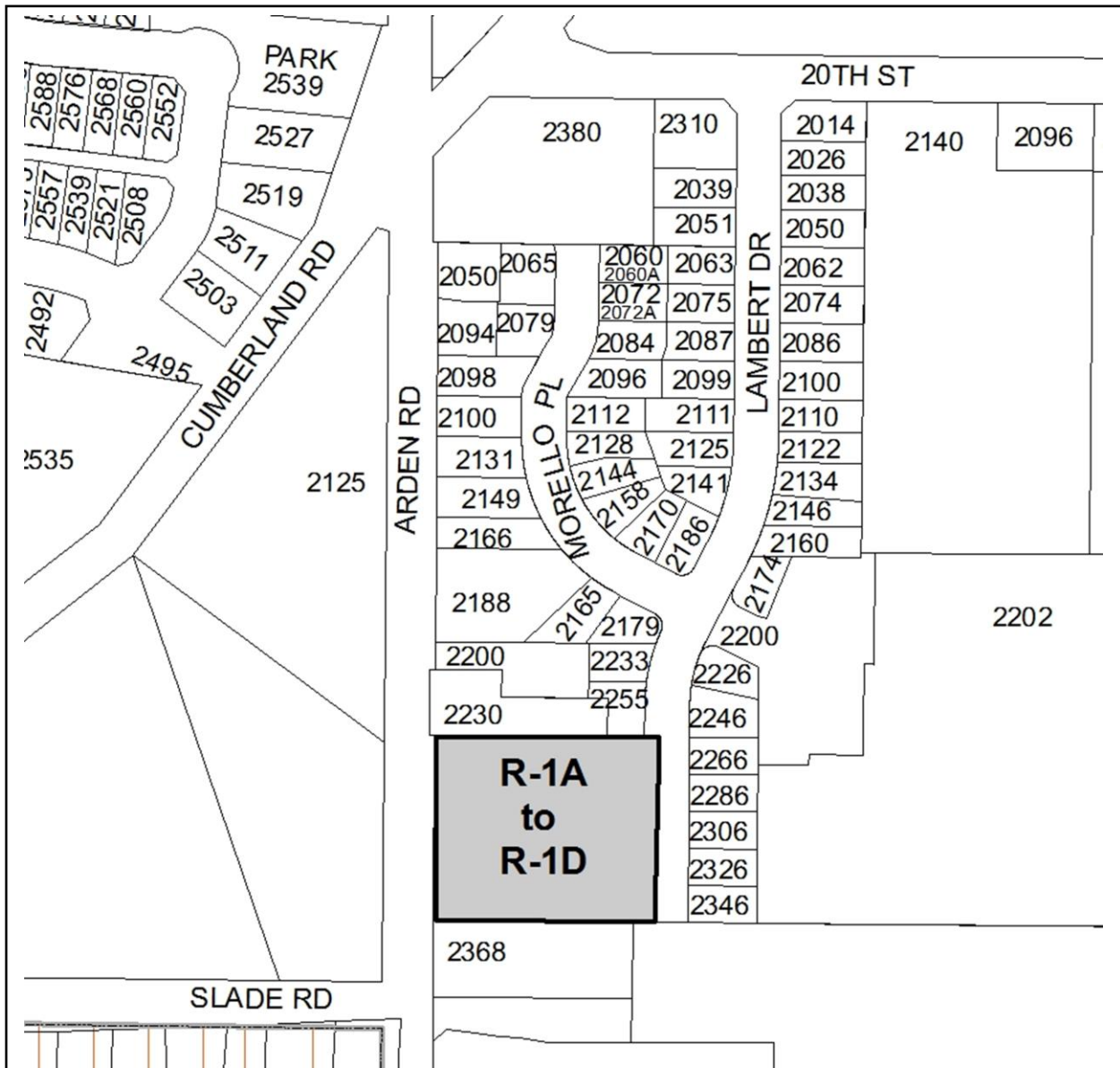
Finally passed and adopted this                                day of                                , 2017

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Mayor

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Director of Legislative Services



**R-1A  
to  
R-1D**

**THE CITY OF COURTENAY**  
*Schedule "A"*  
 Part of Bylaw No. 2923, 2018  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2928**

**A bylaw to amend Zoning Bylaw No. 2500, 2007**

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

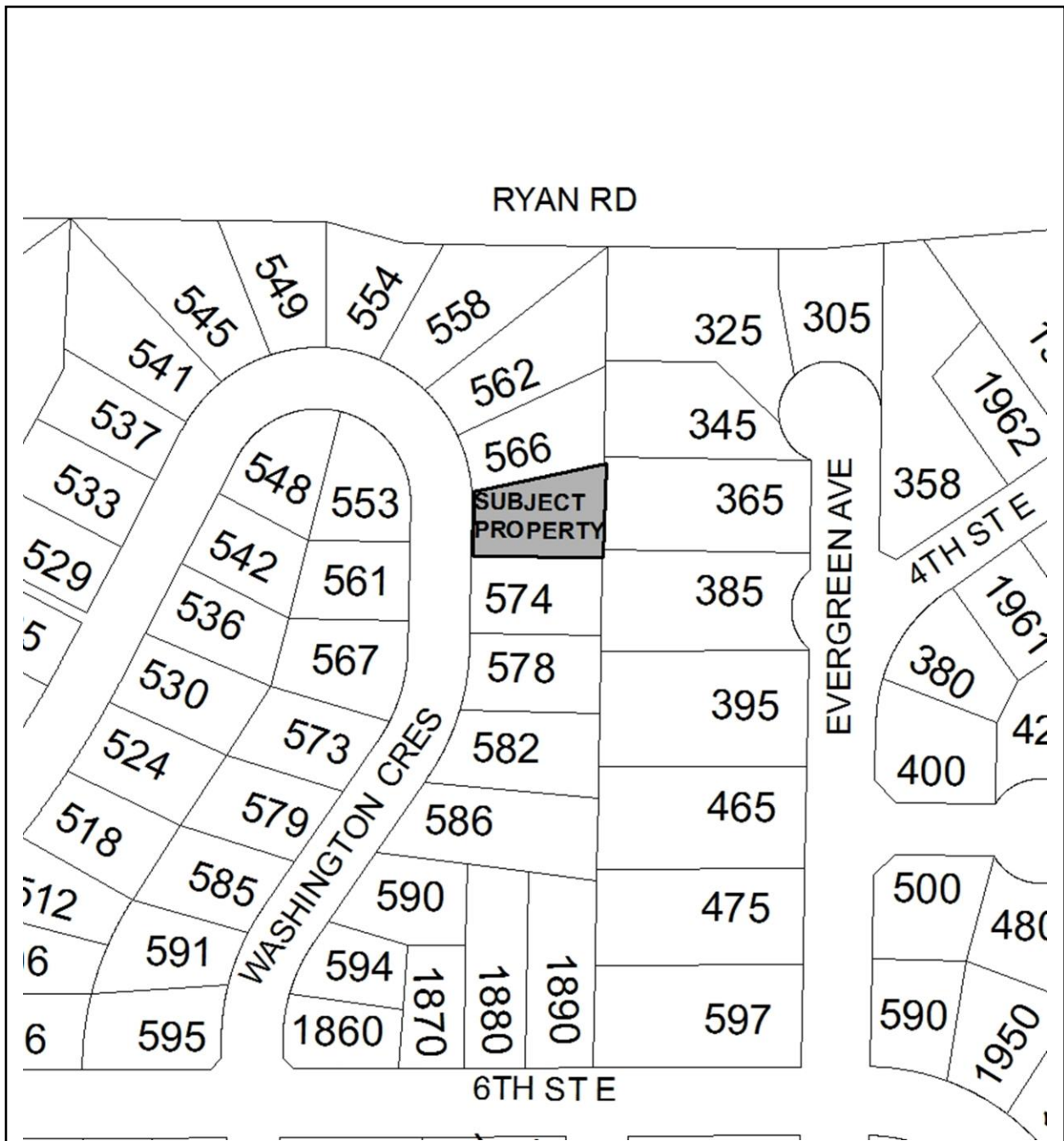
- 1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2928, 2018**”.
- 2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
  - (a) by rezoning Lot 11, Section 15, Comox District, Plan 36414 (570 Washington Crescent), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential One S Zone (R-1S); and
  - (b) That Schedule No. 8, Zoning Map be amended accordingly.

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this	day of	, 2018
Read a second time this	day of	, 2018
Considered at a Public Hearing this	day of	, 2018
Read a third time this	day of	, 2018
Finally passed and adopted this	day of	, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services



**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 2928, 2018  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2918

A bylaw to amend Council Procedure Bylaw No. 2730, 2013

WHEREAS the *Community Charter* requires that a council must, by bylaw, establish the general procedures to be followed by council and committees in conducting their business.

NOW THEREFORE the Council of the Corporation of the City of Courtenay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as “*Council Procedure Amendment Bylaw No. 2918, 2018*”.
2. That Council Procedure Bylaw No. 2730, 2013 be hereby amended by deleting *Section 5* and substituting therefore with the following:

***Inaugural Meeting***

5. *Following a general local election, the first council meeting must be held on the first Monday after November 1 in the year of the election.*

Read a first time this 16<sup>th</sup> day of April, 2018.

Read a second time this 16<sup>th</sup> day of April, 2018.

Read a third time this 16<sup>th</sup> day of April, 2018.

Notice published pursuant to section 94 of the *Community Charter* on the 3<sup>rd</sup> day of May and the 8<sup>th</sup> day of May, 2018.

Finally passed and adopted this        day of        , 2018.

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Mayor

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Director of Legislative Services

